



Posted: Friday, April 07, 2017

## **NOTICE AND CALL OF A REGULAR MEETING OF THE TRINIDAD CITY COUNCIL**

The Trinidad City Council will hold a regular meeting on  
**WEDNESDAY, APRIL 12, 2017 at 6:00 PM**  
In the Trinidad Town Hall, 409 Trinity Street, Trinidad, CA

### **NO CLOSED SESSION**

- I. CALL TO ORDER**
- II. PLEDGE OF ALLEGIANCE**
- III. APPROVAL OF AGENDA**
- IV. APPROVAL OF MINUTES –** *March 08, 2017 cc, March 22, 2017 cc2*
- V. COUNCIL MEMBER REPORTS, COMMITTEE ASSIGNMENTS**
- VI. STAFF REPORTS**
- VII. ITEMS FROM THE FLOOR**  
*(Three (3) minute limit per Speaker unless Council approves request for extended time.)*
- VIII. CONSENT AGENDA**
  - 1. Staff Activity Report for April 2017
  - 2. Financial Status Reports for February 2017
  - 3. Authorize City Manager to have the Ewing Street Cypress Tree Pruned
  - 4. Firehouse Expansion Project Bid Package
  - 5. Rejection of Damage Claim Against the City from Christian Walters
- IX. DISCUSSION/ACTION AGENDA ITEMS**
  - 1. Discussion/Decision regarding response to Edwards St./Memorial Light House Landslide
  - 2. Stormwater Project Overview Presentation
  - 3. Discussion/Decision regarding Short-Term Rental (STR) License Extension
- X. FUTURE AGENDA ITEMS**
- XI. ADJOURNMENT**

**APPROVAL OF MINUTES FOR:**

**MARCH 08, 2017, CC**  
**MARCH 22, 2017, CC2**

**Supporting Documentation follows with: 14 PAGES**

**MINUTES OF THE REGULAR MEETING OF THE TRINIDAD CITY COUNCIL**  
**WEDNESDAY, MARCH 08, 2017**

**I. CALL TO ORDER**

- Mayor Miller called the meeting to order at 6:00PM. Council members in attendance: West, Miller, Baker, Rotwein. **Ladwig - Absent**
- City Staff in attendance: City Manager Dan Berman, City Clerk Gabriel Adams, City Attorney Andy Stunich, City Engineer Josh Wolf.

**II. PLEDGE OF ALLEGIANCE**

**III. ADJOURNMENT TO CLOSED SESSION**

*1. Public Employee Performance Evaluation for City Manager Pursuant to Government Code Section 54957*

**IV. RECONVENE TO OPEN SESSION**

*No report.*

**V. APPROVAL OF AGENDA**

*City Manager Berman gave a brief explanation of the agenda format, consent agenda content, and opportunities for public comment.*

**West:** *Requested to pull consent items 3, 4, and 8 for discussion.*

**Baker:** *Requested to pull consent item 5 for discussion.*

**Rotwein:** *Requested to pull consent items 3 & 4 for discussion, and suggested a meeting time limit of 8:30pm.*

*Motion (Baker/West) to approve the agenda as amended, pulling only consent 3 for discussion and requesting the City Manager to summarize the remaining consent items that need clarification. **Passed 4-0.***

**VI. APPROVAL OF MINUTES – February 08, 2017 cc?**

*Motion (West/Baker) to approve the minutes as written. **4-0.***

**VII. COUNCIL MEMBER REPORTS**

**Rotwein:** *Met with Trinidad Tribal Council representatives and discussed the Stormwater Project and Trails Committee. Scheduled a meeting with the Coast Guard as well regarding marine safety.*

**West:** *HCAOG will be focusing on the safety corridor again. The transportation tax did not pass, but due to the damaging winter rains the County may try a second ballot measure in the near future. Also noted that the Trinidad Coastal Land Trust is looking for support for the Little River Trail project.*

**Baker:** *Update on St. Joseph Hospital improvements.*

**Miller:** *RCEA rolling out the Community Choice Energy Program this spring.*

**VIII. STAFF REPORTS:**

*City Manager Berman presented a report to the City Council at the meeting highlighting various accomplishments and project status for the month; **Water Filter Replacement Project complete, Harbor Trust Application Environmental Assessment is available for public review and comment, Measure Z \$75,000 funds awarded to city for public safety, Septic Grant outreach meeting will be held March 14 from 3-7pm in the City Manager's office – staff will advertise, OPC Grant presentation showing bioswales and raingardens proposed for construction this summer. City Engineer Josh Wolf presented images of winter storm damages and Van Wycke Trail issues.***

**IX. ITEMS FROM THE FLOOR:**

**Jim Cuthbertson – Trinidad**

*Suggested how to run the meeting better and thanked the City Manager for the brief Consent Agenda report.*

**Pat Morales** – Trinidad

You shut the public out of this meeting. I'll get a recording and take my complaint to the grand jury.

**Kathleen Lake** – Trinidad

Explained regulatory capture, and submitted comments in writing claiming the city fails to offer protections to residents that complain. We want to hear why Council members vote the way they do and what exparte meetings occur each month.

**Shirley Laos** – Trinidad Rancheria

On March 06 a Notice of Availability was released to the public regarding an environmental assessment prepared by the BIA for Harbor properties owned by the Trinidad Rancheria that are in an application for Trust status. Comments will be accepted by April 06, and the document is available at many locations. Further updates will be given as the process advances.

**Dorothy Cox** – Trinidad

Offered to help remove bushes on Ocean Avenue that are in the City right-of-way. The City needs to contact Victoria about the hedge, and please do not make Ocean Ave a one-way road. Thanks for putting this on the agenda. Also, I sent a formal complaint to the City Manager. He needs to have regular office hours and be accessible to the residents.

**Kim Tays** – Arcata

I'm not sure what I can or cannot talk about. The public should have the ability to request that consent items be pulled for clarification and discussion. **Mayor Miller** assured Tays that there will be comprehensive discussions regarding Trinidad Head cellular site and Van Wycke Trail project at a future meeting.

**Tom Davies** – Trinidad

This is a confusing consent agenda. I appreciate the presentation on the Van Wycke Trail, but the City Manager said this was an update. I recall the Council asking staff to bring the Van Wycke Trail project back for a vote. What happened to that? Regarding the budget, there should be detailed line items for contracted staff projects.

**Don Allen** – Trinidad Area Resident

Regarding storm damage, when will the culvert on Parker Creek Trail be replaced?

**Zack Brown** – Trinidad Rancheria

Appreciate GHD's presentation on storm damages and the Van Wycke Trail. The Rancheria would like to see the cell tower lease extended. Volunteered to be on the Trinidad Trail Committee.

**X. CONSENT AGENDA**

1. Financial Status Reports for January 2017
2. Water Treatment Filter Emergency Repair Project Update.

3. Short Term Rental (STR) Ordinance Update and Proposed Coastal Commission Hearing Process

***Pulled for discussion:*** City Manager Berman explained that the City's STR Ordinance does not go into effect until it is certified by the California Coastal Commission. The current City moratorium on accepting new STR Licenses expires at the end of June, and City staff are operating under direction to make best efforts to have the new rules in place prior to that expiration. Staff recommend the Council receive the following update on the Commission timing and options, and consider submitting a letter to the Commission emphasizing the importance of the time constraints and requesting their assistance with the strategy to forward concerns ahead of the June date so the Council has a chance to address them well in advance of their conclusion.

Public comment included:

**Pat Morales** – Trinidad

Displayed copies of all STR applications and accused City Manager and staff of making deals and exceptions. Read an email between the City Planner and Manager, and asked for a full list of exceptions granted and justification for each.

**Kathleen Lake** – Trinidad

Explained regulatory capture, and suggested that this is a "company town". The City should investigate all exceptions granted. Building code violations have been waived, along with septic exceptions, and bedroom increases. The Council must investigate this.

**Kim Tays – Arcata**

Pat's investigation shows exceptions have been made. She listed illegal duplexes, parking exceptions, and poorly written ordinance language. She also cited various other amendments and revisions that were secret and underhanded backroom deals. This amendment impacts our quality of life.

**Dorothy Cox – Trinidad**

Requested VDU inspection documents for the vacation rental process at 407 Ocean Avenue. There are not 2 parking spaces. Many properties in town have their faults, but this one should have been inspected by the Building Inspector, not the City Manager. Very disappointed.

**Tom Davies – Trinidad**

I'm unsatisfied with the amended ordinance and inspection process. It was pushed through, and now the Council is trying to push it through the Coastal Commission. There should be an investigation of all exceptions granted.

**Adora King – Trinidad**

It looks like the City is trying to cover something up.

Council comments included:

**West:** It has been interesting hearing all the comments. We'd like to see this done and put past us so we can begin implementing the policies, not re-writing them. Balance was found, and we need to move forward. We already sent the petition. The Council supported the ordinance and we want the Coastal Commission's support.

**Baker:** There are rules in place for people that receive licenses. I try to make clear why I vote the way I do. I don't think it would hurt to go through the VDU application documents page by page. I want the Coastal Commission to expedite the process. At this point I support considering a subcommittee to review all the application documents, and I'm in favor of sending this letter out. I don't see the harm if this gets delayed as long as the process is honored. I'm concerned with the public perception of collusion. I volunteer to review all permit documents and suggest agendaizing a subcommittee to review all documents and exceptions.

**Miller:** I appreciate Baker's comments, but this ordinance took a tremendous amount of work and I'm very concerned with the timing. There's much more enforcement/oversight now that there was before. This letter is a mild gesture to request action as soon as possible. 48 residents support it. This is simply carrying out a unanimous vote in November.

*Motion (West/Baker) to send the letter to the Coastal Commission staff. Passed 3-0. Rotwein absent.*

4. Van Wycke Trail Grant Project Update.
5. Winter Storm Damage Assessment and Recommendations
6. Measure Z Funding Applications
7. Authorize City Manager to Sign Project Agreement for Stormwater Grant Phase II
8. Update on Ocean Avenue Encroachments
9. Agreement for Services with Streamline Planning Consultants for Ocean Protection Council LID Grant Project
10. Trinidad Head Cellular Site Lease Agreement Update
11. City Manager's Staff Activities Report – February 2017

Public comments included:

**Kim Tays – Arcata**

Van Wycke trail should be relocated upslope, and the City should talk to Victoria about her hedge on Ocean Ave.

**Jim Cuthbertson – Trinidad**

The City will have problems with Tsurai regarding the Stormwater project. There should be a discussion held for this item.

**Dorothy Cox – Trinidad**

The bioswales are ugly, slippery, unsafe, and poorly designed. Please consider something different.

**Kathleen Lake – Trinidad**

We need to see a detailed Planner budget and fee analysis.

*Motion (West/Baker) to approve the consent agenda as amended, pulling # 3 for discussion. Passed 4-0.*

## **XI. DISCUSSION/ACTION AGENDA:**

### **1. Discussion/Decision regarding Councilmember Signatures on Citizen STR Petition**

City Manager Berman explained that, inspired by a neighbor's letter to the Coastal Commission encouraging them to move quickly on the City's STR Ordinance, Mayor Miller drafted a similar letter and invited his fellow residents to add their name to it. In the end the letter had 49 signatures including four current councilmembers. Concerns and questions have been raised as to whether the Councilmember's actions in signing this letter represent a violation of the Brown Act, or other ethical standards for elected officials.

At the time of this staff report, the City Attorney has provided a preliminary response that he does not believe there is a Brown Act violation – he sees it as an exercise of each individual signatory's private free speech rights to petition their government. The City has requested additional outside opinions. Nancy Diamond, an attorney with a long history of advising local municipalities, explained to Berman that there was probably not a violation of the Brown Act. Elected officials should, as a best practice, more clearly identify when they are acting as a private citizen, and when as an elected official.

There are an abundance of quality resources available on the Brown Act, and other guidance for elected officials. A good place to start is found at the Institute for Local Government website, under their 'elected official orientation materials'.

There are two separate expert trainings being held locally in the coming months for elected officials and staff related to public ethics laws and the Brown Act. There are also additional online resources and web-based trainings. At a basic level, the Brown Act is about transparency – it requires proper noticing of agendas, prevents action and discussion from occurring at public meetings on items not on the agenda, and prohibits a quorum of elected officials from discussing issues under their jurisdiction together outside of a properly noticed meeting.

The normal remedy for a Brown Act violation is that the decision made or action taken is rescinded or made void. If the Council approved a letter or a contract without properly noticing it on the agenda, for instance, that action would be nullified. In this case the equivalent might be the four Council members removing their name from the list of signatories.

**City Attorney Stunich** summarized his opinion in a confidential memo to the Council, stated bluntly that there was no violation, period.

**Rotwein:** Disagreed with Stunich and explained that the Council did not act transparently. There are 2 parts to this discussion: 1) the signing of the petition, and 2) Council behavior and decision making transparency.

**West:** We need to consider our actions and if possible attend Brown Act training in May.

**Baker:** This is a very important issue. I'm not here to adjudicate this, but I have participated in multiple trainings. Because this story made the cover of the Times-Standard, we need to get to the bottom of it. You can't take away an individual's constitutional right to speak just because they become a representative or Council member. I don't want this to fester, but who do we look at to set this straight?

**City Attorney Stunich** explained the legal process and discussed the anti-slap act which basically says that states cannot limit federal, fundamental rights.

**Baker:** This is more about governance than it is about the letter of the law. I don't like the idea of being in the middle of 2 legal opinions. I disagree vehemently with Rotwein, but do feel we need to tighten up our governance. Brown Act training = YES. I also suggest we future agendize our rules of order.

Public comment included:

**Pat Morales** – Trinidad

I'm going to see that this meeting and issue goes to the Grand Jury.

**Kathleen Lake** – Trinidad

This is a small town, and this Council's actions are very disappointing.

**Carrie Peyton-Dhalberg** – Trinidad Area

I have a great deal of confidence in the Mayor. The City should put out a press release and settle it.

**Patti Fleschner** – Trinidad

I understood the email. Dick Bruce's letter to the Coastal Commission was excellent and the petition was very clear to me. The City has been fair and it's time to get this resolved. The Brown Act can be senseless at times.

**Dorothy Cox** – Trinidad

I find fault with the way it was done. It's the perception that makes this a controversial issue. Perception to push and not allow the issue to take its due course.

**Dick Bruce** – Trinidad

I wrote the letter in response to a letter Lois and I received in the mail from the Coastal Commission. I had a conversation with the City Manager who explained the situation, so I wrote my comments to the Commission and cc'd Dan as a courtesy.

**Kim Tays** – Arcata

I agree with preserving first amendment rights, but the petition should have come before the Council. It was selective, not inclusive. I encourage the City to have more structured meetings and review the Brown Act. Suggested that Carmel and Monterey public meetings are much more professional and the communities do not have this type of controversy.

**Tom Davies** – Trinidad

I appreciate Dick's letter to the Coastal Commission, but it seems odd to use someone else's letter to garner support for a petition. All Council members should have .gov email addresses.

**Lorraine Cook** – Trinidad

I signed the letter/petition because the ordinance was already approved. The letter simply asked for an expedited review process.

Council comments included:

**Miller:** I've been cognizant of ethics my whole life, and I understand the Brown Act. The STR Ordinance took years to finalize with many public meetings and compromise. The Council voted unanimously on the final draft. 48 people in town shared Dick Bruce's comments. Many people want to see this settled. Back in January I heard there was an opening on the Coastal Commission and I threw my name in the hat. I believe in protecting our coast. I'm here to serve the City, and to serve the coast.

*Motion (Rotwein) to adjourn the meeting at 9:00pm, and to draft a letter to the Coastal Commission saying the petition was not an action taken by the City Council. **Motion failed due to lack of second.***

No decision was made.

*Council discussed Consent #3 next...*

*Rotwein excused herself from the meeting at 9:15pm.*

2. Discussion/Decision regarding Draft Noise Ordinance 2017-01  
*Continued to the second meeting in March.*
3. Discussion/Decision regarding Trail Committee Proposal  
*Continued to the second meeting in March.*

## **XII. ADJOURNMENT**

Meeting ended at 9:45pm.

**Submitted by:**

\_\_\_\_\_  
**Gabriel Adams**  
City Clerk

**Approved by:**

\_\_\_\_\_  
**Dwight Miller**  
Mayor

**DRAFT**



**MINUTES OF THE SECOND MONTHLY MEETING OF THE TRINIDAD CITY COUNCIL**  
**WEDNESDAY, MARCH 22, 2017**

**I. CALL TO ORDER**

- Mayor Miller called the meeting to order at 6:00pm. Council members in attendance: West, Ladwig, Miller, Baker, Rotwein.
- City Staff in attendance: City Manager Dan Berman, City Clerk Gabriel Adams.

**II. PLEDGE OF ALLEGIANCE**

**III. ADJOURNMENT TO CLOSED SESSION – No closed session**

**IV. RECONVENE TO OPEN SESSION**

**V. APPROVAL OF AGENDA**

- Rotwein requested to pull #1 for discussion.
- Motion (Rotwein/West) to approve the agenda as amended. **Passed unanimously.**

**VI. APPROVAL OF MINUTES – No minutes to approve.**

**VII. COUNCIL MEMBER REPORTS – No reports.**

**VIII. STAFF REPORTS – No reports.**

**IX. ITEMS FROM THE FLOOR:**

**Steve Ruth – Trinidad**

Summarize his ongoing view dispute. Requested 2 alders on city property be removed and controlled. Submitted a detailed letter describing the view issues to the City Clerk.

**Alan Grau – Trinidad**

Request to move discussion #4 to first on the agenda. Does the City have law enforcement? Remove all illegal signs on Edwards Street. Remove all non-compliant vacation rental signs.

**Leslie Farrar – Trinidad**

Request to move discussion #4 to first on the agenda. Concerned about City debts related to stormwater phase 2 construction. Has any stormwater phase 2 testing been done?

**Tom Davies – Trinidad**

At the last meeting it was decided to have 2 Councilmembers reviewing all VDU exceptions. All exparte communications should be disclosed to the public.

**Kathleen Lake – Trinidad**

I'm having trouble communicating with the City. Who's responsible for this? Why is the Sheriff writing tickets in the County and not enforcing local ordinances?

**X. CONSENT AGENDA**

1. Authorize Staff to Apply for USDA and CWSRF Low Interest Loans for the Storm Water Phase II Project.  
**Rotwein:** Requested a full presentation on Stormwater I and II at a future meeting.

Public comment included:

**Leslie Farrar – Trinidad**

Do we have data results for Phase 1? I'm not confident with the engineers.

**Alan Grau – Trinidad**

There should be stricter septic standards for STR's.

Motion (Ladwig/West) to approve consent #1. **Passed unanimously.**

2. Authorize Staff to Apply for Disaster Assistance Funding
3. State Requirements for Recycled Materials in Street Repair Projects (PRC42700) – (Discussion)
4. Authorize Public Release of Attorney Memos re: Brown Act and Citizen Petition
5. Authorize Letter of Support for Last Chance Grade Repair

*Motion (West/Baker) to pull item 1 for discussion and approve consent as amended. **Passed unanimously.***

## **XI. DISCUSSION/ACTION AGENDA**

1. Discussion/Decision regarding review of Environmental Assessment for the Trinidad Rancheria's Harbor Properties

City Manager Berman explained that the Trinidad Rancheria is applying to transfer the Harbor-Area properties they own into federal trust status. As part of their application process, they have developed an Environmental Assessment document that addresses the impacts of two construction projects on the Harbor Properties: Storm Water Improvements and an Interpretive Visitor Center, as well as the transfer from fee status to federal trust status.

The Environmental Assessment is open for public comment until April 6<sup>th</sup> 2017. It is a 382 page document, available on the Rancheria's website, with copies at City Hall. This is not the only comment period in the overall fee to trust application, but it is a key step in the process. The overall application for federal trust status has not yet been accepted as complete by the Bureau of Indian Affairs (BIA). That process is likely to proceed for at least six months from present, and could take much longer. This document is the basis for the NEPA (National Environmental Policy Act) findings that BIA must make in order to approve the fee to trust application.

Staff are in the early stages of reviewing the document, and preliminary comments and observations follow. Staff expect to present additional analysis at the meeting, and encourage the public to provide their comments to the City as well as the Rancheria and BIA. Staff also plan to submit a letter to the BIA requesting additional public comment time of at least another 30 days.

### **Initial Review Comments**

Putting this land into federal trust status would effectively remove it from the City. The City would have no planning and permitting jurisdiction or authority over what would become effectively federal land. The City would also cease to collect any revenue from the properties; we are in the process of quantifying that impact (see details under note 4 below). The City would lose approximately 9 acres of land out of 310 acres total, or 3% of the land area of the City. This percentage does not reflect the central importance of the Harbor to the identity of Trinidad throughout its history. The Harbor would still be there, and the Rancheria clearly needs public and commercial fishery use to continue as a central part of their business model. Public easements to the pier in particular are in place as part of recent state funding for the pier. But the local City government would have no real control over its future uses. The specific projects described in the EA are of much less concern to staff than the fee to trust application. Staff support the stormwater project completely, and are supportive in concept of an interpretive visitor center.

### **Detailed Comments and Questions:**

1. **Section I and Figure 1-3. Land subject to transfer into trust status.**

The proposed project includes transferring almost 3 acres of land to trust status that is outside the parcels owned in fee by the Trinidad Rancheria. Staff has questions as we understood that only lands owned in fee can be transferred into federal trust status. Bay St., as shown on Figure 1-3, was vacated by the City in 1912 and may belong to the Rancheria, although this has not been clearly established. The area indicated for inclusion along the beaches on each side of the Little Head appears to be largely below the high tide line. Staff's understanding is that these beaches are state tidelands which would not be eligible to transfer as they are not owned by the Rancheria. The pier itself is also shown as property to be included in the transfer. Staff's understanding is that the Rancheria does own the structure of the Pier, but not the underlying waters (tidelands) which are state owned, and granted to the City by the State for management.

## 2. Project Purpose, Need, and Alternatives

The EA combines the two construction projects and the placement of the land in trust into a single project for analysis. The only alternative evaluated is the 'no-action' alternative. But the construction projects and the transfer of the land into federal trust status do not need to be linked. In fact they seem quite separate. The storm water improvements are already funded by state grants and will almost certainly be implemented independent of the trust application. The Interpretive Visitor Center could also proceed independent of the trust application, with permitting through the City and Coastal Commission.

The Purpose and Need statement (section 1.4 starting on page 1-3) lists 7 purposes served by the Project, but only the first of them seems to clearly apply to the trust application – facilitating self-governance by exercising sovereignty over the land. The proposed 'Trinidad Harbor District' (page 2-3) to better organize and manage the Harbor area businesses seems like something the Rancheria could implement now. If there are economic benefits to the Rancheria to placing the land into trust, they are not well explained in this section. The Harbor was not part of the Rancheria's original land base, and the worthy goals of preserving the local environment, reducing stormwater runoff, and highlighting the cultural and economic importance of the Harbor do not obviously depend on federal trust status.

## 3. Affected Environment – Section 3 Water – Page 3-6

The information on the City's Water Plant does not reflect the recent upgrades to the Plant. Staff will provide more current information in our comment letter.

### Flooding – Page 3-7

FEMA has recently conducted coastal flooding models of the Humboldt Coastline including the Harbor Area and is in the process of updating Flood Insurance Rate Maps (FIRM). It does not appear that this latest information is included.

## 4. Socioeconomic Impacts – Section 4 p 4-10 9 (p 73 of 382)

This section notes that property taxes were \$46,063 in 2014, and declares them '*de minimis*' in relation to the County's total property tax revenue. Staff see at least three financial impacts to the City of Trinidad that are not addressed here at all:

- a. **Property tax** – Property taxes within the City are paid to the County, who then returns a portion of those revenues to the City. While the Harbor property taxes may be small relative to total County property tax revenue, they are significantly larger relative to the City's property tax revenue, and the City's budget. Staff are working with County Staff to get precise numbers.
- b. **Sales tax** – The City receives sales tax on Seascope restaurant sales as well as the bait shop. These funds will be lost to the City in the event of federal trust status. Staff have requests in to the State Board of Equalization to help quantify these amounts.
- c. **Transient Occupancy Tax** – The Rancheria operates a Short Term Rental in the home above the Seascope. The City received almost \$5,000 in TOT revenues from this rental in the last fiscal year.

### Additional Questions Generated to date:

This EA, if approved, will provide NEPA analysis for the two proposed construction projects of the Stormwater Improvements and the Visitor Center, as well as taking the land into Trust. Is it correct that, if the land goes into trust, additional projects could also be proposed in the future, subject to a subsequent EA and other federal requirements? Would the BIA be the entity ultimately reviewing and approving future proposals, or would the Tribal Council serve that role?

### Public comments included:

#### Shirley Laos – Trinidad Rancheria

This is the first phase of the application process. Some comments noted by the City are good, but additional comment periods will better address questions about the Trust status. In this document, projects are addressed by focus, such as the Pier, for instance, being considered a transportation facility. The map we submitted was based on BLM surveys and may have discrepancies. The Rancheria is not opposed to negotiating or reciprocating with the City for potential lost revenues due to trust status. The

bathroom facility at the Harbor is a public facility paid for entirely by the Tribe. We welcome any further questions.

**Elaine Weinreb – Trinidad Area Resident**

An environmental document should be accurate and transparent. This one is not. The City was omitted as an entity subject to loss by this trust status, and specifically loss of revenue due to property, sales, and occupancy taxes. How would you fill in the loss to your budget? I'm happy to hear the City is dedicating time to this process.

Council comments included:

Rotwein: Thanked Weinreb for comments and letter, and thanked the Rancheria partners. I'm happy to hear the Rancheria is open to negotiating long-term fiscal losses because the fiscal solvency of the City is a great concern. The tidelands lease revenue may not be in jeopardy since the trust wouldn't affect the submerged lands.

*Motion (Rotwein/West) to receive presentation, public comment, and approve a letter requesting additional time to comment on the Environmental Assessment. **Passed unanimously***

2. Discussion/Decision regarding Trail Committee Proposal

City Manager Berman explained that at the February Council meeting an ad-hoc Committee of Councilmembers Susan Rotwein and Jack West was tasked with developing a charter for a standing Trails Committee to include composition of the group, purpose, and goals to bring back for full Council discussion.

That draft Charter outlines the proposed role, duties, and composition of the Committee. The City of Trinidad is searching for volunteers to form a standing Trails Committee to serve in an advisory capacity to the Council, Commissions, or City Staff as appropriate, in matters relating to or affecting trails in the City of Trinidad; including

- To make recommendations to City Staff on the management, maintenance, and repair of trails in the City of Trinidad
- To make recommendations during the environmental review process on projects that may involve or affect trails in the City of Trinidad; and
- To provide a forum for community engagement, outreach, and education regarding trails.

**COMMITTEE COMPOSITION & MEETINGS**

Meetings will be held quarterly and publicly noticed in accordance with the Brown Act, and open to all. Membership of the Trails committee shall be appointed by the City Council, and shall be composed of the following representatives:

- (1) City Council member (Committee Chair)
- (1) Planning Commissioner
- (2) General Public representatives
- (1) Tribal representative of the Yurok Tribe
- (1) Tribal representative of the Trinidad Rancheria
- (1) Visitor Services/Business Community representative

Public comment included:

**Shirley Laos – Trinidad**

Tribal Council will be sending a letter submitting a membership name for consideration.

**Kathleen Lake – Trinidad**

There should be quarterly meetings and the Land Trust should have a permanent seat on the committee.

**Sungnome Madrone** – Trinidad Area Resident

I support the Land Trust having a permanent seat on the committee. Trinidad area residents should also be allowed to serve, not just in-city residents.

**Richard Johnson** – Trinidad Area Resident

Support Land Trust permanent seat. They hold the key to a number of additional trail opportunities in town.

Council comments included:

**Rotwein:** There are a lot of in-city residents interested. The Planning Commission seat could be an area resident. The Land Trust is already an active participant and landowner. The idea was to have resident users to be on the committee. I really wanted to avoid naming agencies and including them in this process, but I would suggest the Land Trust apply as a member of one of the determined categories and see what happens.

**Baker:** It'd like to keep 2 seats reserved for in-city residents.

**Miller:** I support the Land Trust on the committee because they are very involved in local trails and their influence and contribution to Trinidad is tremendous. I can support having 2 area residents in the event there are not 2 in-city residents willing to serve.

**Ladwig:** Agree with Miller.

**West:** I expect the Land Trust to be an integral part of the group already since the meetings are open to the public. I also would consider their position on the committee as representatives of Visitors Services should they apply.

*Motion (Rotwein/Ladwig) to 1) include the Land Trust within the existing framework, but not give them their own seat on the committee, and 2) in the event two in-city residents do not apply, one can be appointed from the greater Trinidad area. **Passed unanimously.***

3. Discussion of Draft Noise Ordinance

City Manager Bermah explained that at the February Council meeting an ad-hoc Committee composed of Steve Ladwig & Dwight Miller was tasked with meeting with interested citizens to further revise the Ordinance. They met with citizens Kathleen Lake, Pat Morales, and Sandra Cuthbertson in mid-February. Two other citizens expressed interest in attending but had schedule conflicts: Dorothy Cox and Jonna Kitchen. Discussions compared language of the draft ordinance with written recommendations by citizens, and with comments by our lawyer Andrew Stunich. We discussed each section of the draft Noise Ordinance. On some sections, we agreed to add language, and others we came to general agreement about what was needed to make a stronger and enforceable ordinance.

**Mayor Miller** explained that on Sunday, Feb 26, the Committee (Steve, Dwight) met to summarize our recommendations. The Committee notes have been written on the right side of a 2-column representation of the draft ordinance. The Noise Committee is seeking the full council's input on the following points in particular, and intends to come back at the next meeting with a final draft for consideration and a first reading to discuss but not finalize the ordinance. The primary points of concern are:

SECTION 8.06.020 - QUIET HOURS

Council should decide the hours, with recommendations an hour less for Town Hall

SECTION 8.06.050 – PENALTY

Council should recommend, and staff (planner & lawyer) get language written for infractions & administrative fines.

SECTION 8.06.060 - ENFORCEMENT

This is the big one. We need to rewrite this section, with direction from the Council, to ensure that citizens can understand a simple step-by-step process for resolving noise complaints.

**Rotwein:** I want to hear input on the component policies, not wordsmith it tonight.

**Ladwig:** The meetings were focused on noise complaints related to STR's, Town Hall, and fireworks.

**Miller:** Asked for comments on the incorporated changes, but noted that the draft will go back to the Planner for a review of General Plan consistency and come back at a future meeting for consideration.

Public comment included:

**Kathleen Lake – Trinidad**

STR owners should recuse themselves from the discussion. Also complained that their comments were not included in this draft as promised. General Plan consistency is important, but this draft does not provide just and reasonable results for the community.

#### **Section 8.06.020 Quiet Hours**

**Kathleen Lake – Trinidad**

Compiled information from public concerns and ranked the problems. #1 STR's, #2 Town Hall, #3 Fireworks. 10pm is far too late for working families and seniors. Quiet hours should be much earlier.

**Alan Grau – Trinidad**

7:00am is too early for Sunday.

**Dan Cox – Trinidad**

Need to work on the garbage truck. Who's going to enforce this?

**Leslie Farrar – Trinidad**

Support 7:00am-8:00pm, but working in the yard at 7:00am is too early.

**Tom Davies – Trinidad**

I support the citizens recommended hours. Vacation rental guests arriving late is disturbing. It happens every night in the summer.

**Dorothy Cox – Trinidad**

I reviewed all the Town Hall bookings and found 3 different versions of the contract in the binder. Time and duration of noises should be limited.

**Rotwein:** I don't have a conflict of interest and don't need to recuse myself from this discussion.

**Miller:** 9:00pm weekdays, and 10:00pm weekends seems reasonable to me.

**Ladwig:** The times included are adequate, but unreasonable noise levels should be discussed further.

**West, Miller, Ladwig** support Friday/Saturday 10pm-8am, and Weekdays 9pm-7am.

**Susan, Baker** support 10pm-8am every day.

#### **Section 8.06.030**

**Richard Johnson – Trinidad Area Resident**

Last paragraph needs significant review and rewording. City Manager will research.

**Kathleen Lake – Trinidad**

See General Plan Noise Element.

#### **Section 8.06.040**

**Ladwig:** Should say "city sponsored" or "city-wide" events. Also volunteered to meet again with the committee and continue the discussion to clean up from the progress made tonight and move forward with unresolved issues in the ordinance.

*No decision was made. Continued to a future meeting.*

4. Discussion/Decision regarding Building Permit Violations and Citywide Policies

City Manager Berman explained that on March 1st Staff received complaints that building permit conditions imposed on the detached living space (a converted shop/garage) at 407 Ocean St were being violated. The City's Building Inspector toured the property a week later, on March 9<sup>th</sup>, and confirmed that plumbing for a sink and stove had been reinstalled against permit conditions. It appeared that the actual sink and cooktop had been removed in the days before his arrival. The Building Inspector issued a demolition permit to the property owner, requiring the removal of the utilities in violation.

Zoning and OWTS limitations make it difficult to permit secondary dwelling units on many City parcels. What is often possible to permit is the creation of detached living space – a bedroom, office, or study in a detached structure, such as a conversion of a garage or shop. Once these living spaces are in place, there are powerful financial incentives, as well as personal convenience, for owners or residents to convert a detached bedroom/living space into its own complete dwelling unit. A clear demarcation between the two situations is not always evident, and it can be difficult for the City to know how such space is being used. State law is also changing to encourage secondary units, and can override some local controls. Staff are recommending the Council direct the Planning Commission and Planning Staff to address these challenges by developing new policy around this issue for the City to consider.

**Background:**

The back structure at 407 Ocean St. was converted without permits from a shop/garage into a second dwelling unit sometime in the late 2000's under the same owner. After a lengthy process the Planning Commission issued an 'after the fact' permit allowing some of the improvements to remain, but requiring that the structure be 'detached living space' that is considered part of the main house – basically a detached bedroom. No kitchen facilities (sink or stove or cabinets) are allowed, any tenant must have access to the main house for cooking and general use, and a deed restriction was placed on the property explicitly limiting the address to one dwelling unit, and three bedrooms total.

The City has a history of allowing existing, detached structures to be converted into living space as an economical alternative to an addition. These spaces can and have been used for a variety of legitimate, single-family, residential uses. However, there are powerful financial incentives, as well as reasons of simple personal convenience, for owners or residents to convert a detached bedroom/living space into its own complete dwelling unit. Staff, concerned citizens, and the Planning Commission and Council have spent quite a bit of time in recent years over concerns and disagreements about the difference between a second dwelling unit and a detached living space, and whether any secondary cooking facilities should be allowed on a property that only has one dwelling unit.

To reduce the likelihood of future incidents like this recurring problem at 407 Ocean St., Staff recommend that the Council direct Planning Commission and Planning Staff to develop clear policy recommendations about permitting detached living space. The policies should address the potential for these spaces to be utilized as separate dwelling units in violation of permit requirements, and the challenges for the City in identifying such violations. This could include some or all of concepts like a) not allowing them, b) requiring semiannual walk throughs by the Building Inspector, c) creating a more explicit list of exactly what utilities and appliances mark the boundary between a second dwelling unit, and a detached living space associated with a single main dwelling unit.

Staff are not requesting the Council try and tackle this policy at all at this meeting, but simply to ask the Planning Commission and Staff to develop a recommendation.

Public comment included:

**Dorothy Cox** – Trinidad

Introduced a summary of the letter submitted to the Council for review. Ordinance enforcement needs to be a priority. Acknowledged City staff quick response and resolution to the complaint, but urged the Council to impose fines for such blatant violations and repeat offenders. STR applications should be complete, and staff responses should be much quicker. Hope problems like these don't happen to others.

**Tom Davies – Trinidad**

I agree with Dorothy. 10 years I've heard people in both buildings. The owner caused issues for us intentionally. There have been up to 10 vehicles at the house at times. It's been a nightmare. I ask that the garage be restored to its original state. Our alley looks like a ghetto. He should also lose his STR license. It's time the citizens voices are heard.

**Alan Grau – Trinidad**

I understand that the City Manager inspected this STR. He should apologize for the oversight in approving this illegal unit. Citizens should be thanked, not labeled as complainers.

**Leslie Farrar – Trinidad**

This is a city-wide issue. Detached dwellings should be investigated by the city. Staff isn't concerned with residents. Residents should be considered as additional staff. Writing more rules won't fix this.

**Dan Cox – Trinidad**

No fines have been issued? This process needs fines/fees, and I hope his permit gets revoked. He doesn't deserve and upside, and it's a disgrace how he has treated this town.

Council comments included:

**West:** Asked City Manager to describe the current conditions, and stated that the STR permit is a completely separate issue. There is a code that allows the Planning Commission to revoke a conditional use permit, but as far as a criminal misdemeanor fine is concerned, it sounds counterproductive. Administrative fines/fees sound like a better option. My initial reaction to revoking the permit is that it would open the City up to a big legal fight. I ask the PC to take the lead on developing a policy to see that this doesn't happen in the future.

**Rotwein:** A citizen could ask the PC to take this issue up. The City has a list of things to enforce such as building codes, view protection, septic permits, STR's, dog licenses and rules, etc. A system needs to be developed to administer these projects and maintain adequate follow up.

**Baker:** Regular walk-throughs with buildings that have similar histories as 407 Ocean seem reasonable. We also need to be concerned with legal issues, but making conditioned space owners uncomfortable with threatened fines and/or regular walk-thru's is a good idea.

**Miller:** Enforcement is the elephant in the room.

*Motion (Rotwein/West, to 1) Direct the Planning Commission to develop clear policy recommendations about permitting detached living space to minimize the potential for these spaces to be utilized as separate dwelling units and add enforcement fines and/or fees for violators, and 2) write a letter to the owner of 407 Ocean Avenue regarding restrictions and conditions that affect the property. **Passed unanimously.***

*Move to consent #1 for discussion.*

**XII. ADJOURNMENT**

Meeting ended 9:20pm.

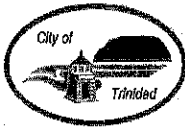
**Submitted by:**

**Approved by:**

**Gabriel Adams**  
City Clerk

**Dwight Miller**  
Mayor



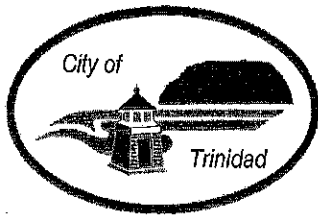


## **CONSENT AGENDA ITEM 1**

**SUPPORTING DOCUMENTATION FOLLOWS WITH: 6 PAGES**

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1. Staff Activity Report for April 2017



**Dwight Miller, Mayor**  
**Dan Berman, City Manager**

## **STAFF ACTIVITIES REPORT**

April 2017

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### **City Administration:**

**Law Enforcement Services.** Our three year contract for law enforcement services with the Humboldt County Sheriff's Office (HCSO) expires this summer. Staff have requested a draft contract and costs from HCSO for review. The starting point will be the same staffing we have now of 1 FTE plus funds for an extra shift a week. Staff recommends the Public Safety Committee hold a focused Public Safety and Law Enforcement Services meeting as part of considering the new contract.

Our \$75,000 Measure Z grant from last year has been approved for use towards our existing contract and towards extra shifts to fill the days not covered by our regular Deputy. Staff's application for additional Measure Z funds for next year has been recommended for funding by the Measure Z Committee to the Board of Supervisors in the amount of \$75,000. Assuming it receives their approval, Staff are hopeful that next fall we will be able to use those funds to support a dedicated half time Deputy.

Deputy Mathison has the extra weekly shift filled, and we expect to increase those shifts with the Measure Z funding. The additional on-site coverage hours varies from week to week, and will not be announced to the public. In addition to on-site assignment, law enforcement will continue to respond 24 hours a day/7 days/week to calls for service.

Deputy Mathison has been out on paternity leave in recent weeks welcoming his new baby to the world. The HCSO is filling his position with a rotating group of Deputies out of McKinleyville. He should be back at work the week of the 10<sup>th</sup>.

### **2017-18 Budget Process**

Staff intend to use the April 26<sup>th</sup> regular Council meeting date to start the budget discussions in earnest, and will be asking Council members and the community to come prepared to discuss their goals and priorities for the coming year.

### **Trinidad Rancheria EA for the Harbor Property**

The City was granted an additional two weeks to provide comment on the Environmental Assessment for the Harbor Property fee to trust transfer. Staff also shared the document with the State Lands Commission (who oversee tidelands) and the Coastal Conservancy.

Both agencies are commenting. Staff encourage all interested parties to share their comment letters with us, and to provide any questions or concerns. A final letter will go out by April 20<sup>th</sup>.

### **STR Ordinance**

We have satisfied all the Coastal Commission staff's formal requests for information. However, as they work on their formal recommendations, likely to include changes to the City's proposed ordinance, City staff has been responding to requests for clarification. They hope to get us their proposed modifications within a couple of weeks (by April 17<sup>th</sup>). The April agenda has an item regarding managing the existing licenses through the uncertainty in timing of the new rules this summer.

### **Tsurai Study Area Settlement and Land Transfer.**

The Coastal Conservancy's approval is required for the land transfer to go forward. There are four party discussions underway to try and meet their requests for that approval. The draft settlement (as conditionally approved by Council in December 2016) has not been signed by either TAS or the City.

### **Auditor recommendations for non-interest bearing cash accounts.**

Staff is soliciting investment proposals from the City's current banking partners Tri-Counties & Morgan Stanley, and reviewing other options with the County Treasury, LAIF, and Raymond James Investments. The Morgan Stanley account has been folded into LAIF. Tri Counties are developing a proposal to increase the interest revenue generated from the significant funds held there. Cash assets are being moved from non-interest bearing accounts to LAIF in the meantime. Staff will be evaluating proposals and hopefully be able to make recommendations for review to the Council in May.

## **Planning**

**General Plan/LCP Update** - Planning Commission is holding extra meetings to review General Plan Elements/Chapters. Two stakeholder meeting on the Harbor Area Plan are scheduled for April 17 at 1:00 pm and 6:00 pm. A detailed update memo was provided in the February 2017 meeting packet. The Planning Commission review is going slower than was hoped; the timeline presented in February was very ambitious, and several of the Planning Commissioners are new. So far they have reviewed the Community Design and Land Use Elements. In the meantime, staff is still working on updating the older elements with current information and will be incorporating the Planning Commission's input as it is available. Hopefully the more detailed review now, will help expedite future review of the revised elements.

It was originally proposed for this stage of Planning Commission review to occur in January and February. Review and approval/recommendation of the final revised elements by the Planning Commission was proposed to occur in May and June 2017. And City Council review of the entire plan was proposed to start in August 2017. Hopefully

we are still on track to start getting Planning Commission approved elements to the Council by August. The City did get a six month extension on the LCP grant, which does allow for some more flexibility in the timeline.

The City also plans on submitting an application for another round of LCP grant funding to fill in some gaps that have been identified, such as a City Service Area-wide water study. Another task that may be included is further study of the southern bluffs and long-range planning for various scenarios to protect key infrastructure.

A stakeholder meeting regarding the General Plan/LCP Update for the Harbor Area will be held on April 17<sup>th</sup>, at 1 pm and 6 pm (this is the same meeting twice, no need to attend both).

#### **View Restoration Permit process for Van Wycke St.**

The Planning Commission discussed this at their Feb 15<sup>th</sup> meeting and requested additional information from the applicants. The applicants have some additional information they need to pull together before the next public hearing will occur. City staff are working on responded to legal issues that have been brought up by the property owner's representative.

#### **CalFire Water Line Extension**

In 2012, the City Council conceptually approved a request from CalFire to hook-up the Trinidad Station, located approximately 1.5 miles north, to City water for potable water needs (not fire suppression). The station's onsite water supply has become contaminated and unreliable, and so they have needed to truck water onto the site; hooking in to the City's water system has been determined to be the most viable option for them. The water line would be an individual service connection of 1.5" diameter pipe, and will not be used to serve other properties. This limitation has been dictated by other agencies.

The fire station is not only outside of the areas currently served by City water lines, but it is outside of the City's approved Service Area. The Humboldt County Local Agency Formation Commission (LAFCo) has approved an exception to allow the extension (limited to 1.5" and only to serve the fire station). However, the extension also requires an LCP amendment of both the City and County Land Use Plans.

Since 2012, CalFire has been working on securing funding for the project, and the City and County have more recently been working with Coastal Commission staff on the best way to approach and process the necessary LCP amendments. We now have tentative agreement on the language of the amendments and will be moving forward with processing that at the City level over the next few months. GHD is currently updating a water supply analysis that they prepared for the project for LAFCo when it was initial proposed in 2009. The amendment will require approval by both the Planning Commission and City Council before being sent to the Coastal Commission for certification. Because the project will constitute an amendment of the City's General

Plan, formal Tribal Consultation in accordance with SB 18 is also required as part of the process.

## WATER SYSTEM

### **Install Streamflow Monitoring on Luffenholtz Creek (Water Fund)**

This is under contract and will be installed this summer when flows drop.

**Resolving Title at Water Plant** The Water Plant was built on the old County road right of way, and that has never been cleaned up. The County has indicated they are open to helping us resolve this. Staff plan to propose this project in the budget and workplan for next year.

**Asset Management System** – (75% Water Fund) New Asset Management software is configured and installed at the Water Plant, and is already populated with data about many key components and maintenance of the Water Plant. Water Plant staff has completed remote training on use of the asset management system, the mobile work orders to be used in the field, and the water quality compliance reporting module. The program is up and running and staff is now using this for the maintenance scheduling and recordkeeping. The next step will be using the water quality module to complete the next round of water quality reporting for the State and the annual Consumer Confidence Report.

**Capital Improvement Program (CIP)** – (75% Water Fund) When it's up and running, the Asset Management Software will help staff develop long range plans for future replacement of critical assets and to prioritize our long term maintenance and replacement efforts.

**Water Filter Replacements** – (Water Fund) – This emergency action is complete. The three main polishing filter trains at the Water Plant are all new (two are brand new, one is two years old) and working well. The original filters lasted

## PUBLIC WORKS

**Town Hall Improvements.** Scott Baker is assisting the city with prioritizing the remaining ADA improvements, including parking and the water fountain. Zero Waste Humboldt is applying for a grant to install a water bottle filling station, likely also in Town Hall. The Civic Club is asking the City to consider funding improvements to the Civic Club Room, which staff will include in upcoming budget discussions. Exterior maintenance issues are also being evaluated for next year's budget.

**Trails Committee** – Staff are soliciting applications for the Trinidad Trails Committee and expect recommendations to go before the Council at the May 10<sup>th</sup> meeting.

**Storm Damage Repairs** –The storm drains off Scenic Drive just past the entrance to the Saunder's shopping complex that became disconnected in this winter's storms have been repaired. This was done as emergency work due to the threat to Scenic Drive. This is one of the projects for which staff are filing for Disaster Relief funding.

**OWTS Permits** Staff and the City Planner are meeting this month (April) to review the OWTS process and develop a workplan and timeline for getting OWTS permits done for the whole City. This will be a potential priority project in next year's budget and work plan. Staff are looking at how to spread the workload for this project across more people so it is not all on the City Planner.

Staff has prioritized the Hidden Creek RV Park for compliance with the OWTS ordinance, given the intensive land use there and the pending sale of the property. They have consulting firms working with the City to evaluate the multiple septic systems on site.

**Firehouse Expansion Plans** - are on the April Agenda to go out to Bid.

## GRANTS --

**Van Wycke Trail** – (Grant Funded) – Request for Scope Change approved by Caltrans. GHD is preparing the next stages of work for this project.

**Clean Beaches Initiative OWTS Repair/Replacement Grant** – The first round of repairs have been permitted and will be put out to bid as weather allows. Another round of outreach has started to invite OWTS owners in the priority areas of Parker, Luffenholtz and Joland Creeks to get their systems inspected and, if their system needs repairs, to apply to the Clean Beaches OWTS program for funding assistance.

**ASBS Storm Water Management Improvement Project** – The State Water Resources Control Board awarded the City approximately \$4 million in Prop 1 grant funds through the Storm Water Grant Program.is in the process of applying for additional grant and/or loan funding to meet the approximately \$450,000 grant match requirements.

**Ocean Protection Council funded Citywide LID Planning and Construction Project** Pre-construction work has begun including groundwater modeling and planning for the Ocean Friendly Garden component of the project. The modeling is being done to protect the stability and avoid saturation of the bluff area, by identifying where storm water should not be infiltrated. The project will construct storm water system improvements that were planned but not installed during phase 1 of the Storm Water Management Improvement project. Construction is planned for this summer on East, West, and Hector Streets. Additional tasks for this project include a LID hands-on workshops and demonstration project.

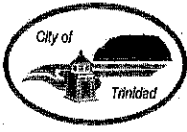
## BUILDING DEPARTMENT

A complaint regarding permit violations at 407 Ocean was investigated. A correction (demolition) permit was issued and all required work was implemented. The project has been signed off.

A complaint regarding the former Church at the base of Westhaven Dr. was received and a letter requiring an inspection and updates from the property owner has been sent out. That inspection should occur in the coming weeks.

A final warning letter requiring action regarding unpermitted work (a carport) on Berry Rd. was issued.

Routine review of plans and specs for construction in town is ongoing.



## **CONSENT AGENDA ITEM 2**

**SUPPORTING DOCUMENTATION FOLLOWS WITH: 9 PAGES**

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2. Financial Status Reports for February 2017



**City of Trinidad**  
**Statement of Revenues and Expenditures - GF Revenue**  
**From 2/1/2017 Through 2/28/2017**

	Current Month	Year to Date	Total Budget - Original	% of Budge
Revenue				
41010	PROPERTY TAX - SECURED	43,434.18	43,434.18	91,500.00 (52.53)%
41020	PROPERTY TAX - UNSECURED	3,164.39	3,164.39	3,300.00 (4.11)%
41030	PROPERTY TAX - PRIOR SECURED	0.00	0.00	50.00 100.00)%
41040	PROPERTY TAX-PRIOR UNSECURED	19.24	19.24	0.00 0.00%
41050	PROPERTY TAX - CURRENT SUPPL	760.42	760.42	600.00 26.74%
41060	PROPERTY TAX-PRIOR SUPPL	72.90	72.90	200.00 (63.55)%
41071	MOTOR VEHICLES	523.29	523.29	1,000.00 (47.67)%
41110	PROPERTY TAX EXEMPTION	565.82	565.82	1,300.00 (56.48)%
41130	PUBLIC SAFETY 1/2 CENT	901.67	901.67	1,600.00 (43.65)%
41140	PROPERTY TAX - DOCUMENTARY RE	3,406.71	3,406.71	2,000.00 70.34%
41190	PROPERTY TAX ADMINISTRATION FE	(1,132.00)	(1,132.00)	(1,500.00) (24.53)%
41200	LAFCO Charge	(1,186.51)	(1,186.51)	(1,500.00) (20.90)%
41210	IN-LIEU SALES & USE TAX	0.00	0.00	12,000.00 100.00)%
41220	IN LIEU VLF	14,233.00	14,233.00	20,000.00 (28.84)%
42000	SALES & USE TAX	0.00	118,708.15	220,000.00 (46.04)%
43000	TRANSIENT LODGING TAX	6,684.50	124,250.62	140,000.00 (11.25)%
43100	TRANSIENT LODGING TAX-TBID	0.00	0.00	(10,000.00) 100.00)%
46000	GRANT INCOME	0.00	0.00	100,000.00 100.00)%
46100	Measure Z Grant Income	0.00	0.00	75,000.00 100.00)%
47310	VEHICLE LICENSE COLLECTION	0.00	164.45	0.00 0.00%
53010	COPY MACHINE FEE	1.00	31.74	30.00 5.80%
53020	INTEREST INCOME	284.49	3,194.29	5,000.00 (36.11)%
53090	OTHER MISCELLANEOUS INCOME	124.23	5,204.61	1,000.00 420.46%
54020	PLANNER- APPLICATION PROCESSIN	0.00	3,722.50	8,000.00 (53.47)%
54050	BLDG.INSR-APPLICATION PROCESSI	0.00	4,968.14	9,000.00 (44.80)%
54100	ANIMAL LICENSE FEES	15.00	90.00	200.00 (55.00)%
54150	BUSINESS LICENSE TAX	30.00	7,663.00	7,500.00 2.17%
54170	VDU License Fee (Vacation Dwelling Unit)	0.00	1,500.00	9,000.00 (83.33)%
54300	ENCROACHMENT PERMIT FEES	152.00	302.00	400.00 (24.50)%
56400	RENT - VERIZON	2,199.86	17,092.46	23,500.00 (27.27)%
56500	RENT - HARBOR LEASE	0.00	0.00	5,135.00 100.00)%
56550	RENT - PG& E	0.00	0.00	9,500.00 100.00)%
56650	RENT - SUDDENLINK	1,642.19	3,315.14	3,800.00 (12.76)%
56700	RENT - TOWN HALL	950.00	4,807.50	5,000.00 (3.85)%
59999	INTERDEPARTMENTAL TRANSFER INC	0.00	0.00	30,000.00 100.00)%
	Total Revenue	76,846.38	359,777.71	772,615.00 (53.43)%

**City of Trinidad**  
Statement of Revenues and Expenditures - GF Expense  
201 - GFAdmin  
From 2/1/2017 Through 2/28/2017

		Current Month	Year to Date	Total Budget - Original	% of Budget
	Expense				
60900	HONORARIUMS	200.00	1,950.00	3,500.00	44.29%
61000	EMPLOYEE GROSS WAGE	10,381.57	72,462.89	115,022.00	37.00%
61470	FRINGE BENEFITS	46.16	392.36	600.00	34.61%
65100	DEFERRED RETIREMENT	436.16	3,624.74	12,342.00	70.63%
65200	MEDICAL INSURANCE AND EXPENSE	1,084.01	8,606.86	14,801.00	41.85%
65250	Health Savings Program	10.73	85.84	0.00	0.00%
65300	WORKMEN'S COMP INSURANCE	0.00	21.45	3,451.00	99.38%
65500	EMPLOYEE MILEAGE REIMBURSEMENT	(0.65)	156.11	750.00	79.19%
65600	PAYROLL TAX	717.96	5,723.87	9,743.00	41.25%
65800	Grant Payroll Allocation	(479.93)	(3,022.71)	(6,000.00)	49.62%
68090	CRIME BOND	0.00	455.00	455.00	0.00%
68200	INSURANCE - LIABILITY	0.00	10,160.80	10,400.00	2.30%
68300	PROPERTY & CASUALTY	0.00	3,807.05	4,680.00	18.65%
71110	ATTORNEY-ADMINISTRATIVE TASKS	0.00	5,380.00	10,000.00	46.20%
71130	ATTORNEY-LITIGATION	0.00	0.00	10,000.00	100.00%
71160	ACCOUNTING	0.00	2,566.27	0.00	0.00%
71210	CITY ENGINEER-ADMIN. TASKS	0.00	5,310.95	2,000.00	(165.55)%
71310	CITY PLANNER-ADMIN. TASKS	186.25	32,281.22	45,000.00	28.26%
71410	BLDG INSPECTOR-ADMIN TASKS	220.00	4,595.22	4,500.00	(2.12)%
71420	BLDG INSPECTOR-PERMIT PROCESS	0.00	0.00	9,000.00	100.00%
71510	ACCOUNTANT-ADMIN TASKS	329.42	7,064.00	14,000.00	49.54%
71620	AUDITOR-FINANCIAL REPORTS	2,600.00	12,285.00	14,000.00	12.25%
72000	CHAMBER OF COMMERCE	0.00	1,379.04	16,200.00	91.49%
72100	BAD DEBTS	0.00	52.06	0.00	0.00%
75110	FINANCIAL ADVISOR/TECH SUPPORT	1,300.00	2,331.44	5,500.00	57.61%
75130	GARBAGE	141.21	141.21	0.00	0.00%
75160	LIBRARY RENT & LOCAL CONTRIB.	0.00	86.29	500.00	82.74%
75170	RENT	650.00	5,200.00	8,200.00	36.59%
75180	UTILITIES	809.99	6,676.06	9,000.00	25.82%
75190	DUES & MEMBERSHIP	0.00	125.00	500.00	75.00%
75200	MUNICIPAL/UPDATE EXPENSE	0.00	4,444.35	4,500.00	1.24%
75220	OFFICE SUPPLIES & EXPENSE	221.49	4,481.47	5,500.00	18.52%
75240	BANK CHARGES	0.00	10.00	250.00	96.00%
75300	CONTRACTED SERVICES	0.00	0.00	2,500.00	100.00%
75990	MISCELLANEOUS EXPENSE	11,347.57	11,611.46	500.00	(2,222.29)%
76110	TELEPHONE	115.44	960.99	2,000.00	51.95%
76130	CABLE & INTERNET SERVICE	323.28	2,545.72	3,300.00	22.86%
76150	TRAVEL	0.00	0.00	1,500.00	100.00%
78160	BUILDING REPAIRS & MAINTENANCE	0.00	124.00	0.00	0.00%
78170	SECURITY SYSTEM	0.00	0.00	1,500.00	100.00%
78190	MATERIALS, SUPPLIES & EQUIPMEN	0.00	73.65	1,500.00	95.09%
	Total Expense	30,640.66	214,149.66	341,194.00	37.24%

**City of Trinidad**  
Statement of Revenues and Expenditures - GF Expense  
301 - Police  
From 2/1/2017 Through 2/28/2017

		<u>Current Month</u>	<u>Year to Date</u>	<u>Total Budget - Original</u>	<u>% of Budget</u>
	Expense				
61000	EMPLOYEE GROSS WAGE	670.92	4,717.28	5,330.00	11.50%
65100	DEFERRED RETIREMENT	0.00	0.00	222.00	100.00%
65300	WORKMEN'S COMP INSURANCE	0.00	0.00	160.00	100.00%
65600	PAYROLL TAX	44.00	354.73	425.00	16.53%
75170	RENT	650.00	5,200.00	8,200.00	36.59%
75180	UTILITIES	291.72	1,550.69	2,500.00	37.97%
75220	OFFICE SUPPLIES & EXPENSE	0.00	989.16	1,000.00	1.08%
75300	CONTRACTED SERVICES	2,250.00	7,450.00	226,500.00	96.71%
75350	ANIMAL CONTROL	113.00	904.00	1,500.00	39.73%
75990	MISCELLANEOUS EXPENSE	0.00	0.00	500.00	100.00%
76110	TELEPHONE	111.88	1,231.43	1,200.00	(2.62)%
78170	SECURITY SYSTEM	0.00	378.00	0.00	0.00%
78190	MATERIALS, SUPPLIES & EQUIPMEN	0.00	377.44	0.00	0.00%
	Total Expense	<u>4,131.52</u>	<u>23,152.73</u>	<u>247,537.00</u>	<u>90.65%</u>

**City of Trinidad**  
**Statement of Revenues and Expenditures - GF Expense**  
**401 - Fire**  
**From 2/1/2017 Through 2/28/2017**

		<u>Current Month</u>	<u>Year to Date</u>	<u>Total Budget - Original</u>	<u>% of Budget</u>
	Expense				
60900	HONORARIUMS	150.00	1,200.00	1,800.00	33.33%
75180	UTILITIES	0.00	299.61	1,150.00	73.95%
75190	DUES & MEMBERSHIP	0.00	0.00	100.00	100.00%
75280	TRAINING / EDUCATION	200.00	200.00	400.00	50.00%
75300	CONTRACTED SERVICES	0.00	3,144.00	5,000.00	37.12%
76110	TELEPHONE	0.00	416.66	1,000.00	58.33%
76140	RADIO & DISPATCH	0.00	0.00	900.00	100.00%
78140	VEHICLE FUEL & OIL	0.00	116.74	350.00	66.65%
78150	VEHICLE REPAIRS	0.00	407.50	2,500.00	83.70%
78160	BUILDING REPAIRS & MAINTENANCE	65.08	65.08	1,000.00	93.49%
78190	MATERIALS, SUPPLIES & EQUIPMEN	133.67	527.61	2,500.00	78.90%
78200	EQUIPMENT REPAIRS & MAINTENANC	0.00	415.95	400.00	(3.99)%
	<b>Total Expense</b>	<u>548.75</u>	<u>6,793.15</u>	<u>17,100.00</u>	<u>60.27%</u>

**City of Trinidad**  
**Statement of Revenues and Expenditures - GF Expense**  
**501 - PW (Public Works)**  
**From 2/1/2017 Through 2/28/2017**

		<u>Current Month</u>	<u>Year to Date</u>	<u>Total Budget - Original</u>	<u>% of Budget</u>
Expense					
61000	EMPLOYEE GROSS WAGE	5,712.66	45,792.49	71,561.24	36.01%
61250	OVERTIME	0.00	0.00	500.00	100.00%
65100	DEFERRED RETIREMENT	626.60	5,146.69	8,891.13	42.11%
65200	MEDICAL INSURANCE AND EXPENSE	2,112.35	16,653.72	29,514.02	43.57%
65250	Health Savings Program	17.65	141.20	0.00	0.00%
65300	WORKMEN'S COMP INSURANCE	0.00	0.00	2,222.78	100.00%
65600	PAYROLL TAX	490.52	3,890.64	6,348.27	38.71%
65800	Grant Payroll Allocation	(2,748.69)	(16,245.51)	(22,500.00)	27.80%
71210	CITY ENGINEER-ADMIN. TASKS	1,723.00	7,269.00	6,000.00	(21.15)%
71250	CITY ENGINEER - PROJECT FEES	0.00	0.00	4,000.00	100.00%
75180	UTILITIES	84.04	106.51	0.00	0.00%
75200	MUNICIPAL/UPDATE EXPENSE	0.00	0.00	2,300.00	100.00%
75220	OFFICE SUPPLIES & EXPENSE	0.00	392.22	0.00	0.00%
75300	CONTRACTED SERVICES	0.00	75.00	24,000.00	99.69%
75370	UNIFORMS/PERSONAL EQUIP.	0.00	0.00	500.00	100.00%
76150	TRAVEL	0.00	55.00	0.00	0.00%
78100	STREET MAINT/REPAIR/SANITATION	0.00	145.25	7,500.00	98.06%
78120	STREET LIGHTING	365.83	3,064.37	4,500.00	31.90%
78130	TRAIL MAINTENANCE	187.50	337.07	3,500.00	90.37%
78140	VEHICLE FUEL & OIL	213.95	2,313.94	4,000.00	42.15%
78150	VEHICLE REPAIRS	0.00	1,754.66	2,500.00	29.81%
78160	BUILDING REPAIRS & MAINTENANCE	0.00	5,319.68	4,000.00	(32.99)%
78170	SECURITY SYSTEM	103.50	384.00	0.00	0.00%
78190	MATERIALS, SUPPLIES & EQUIPMEN	1,576.90	3,539.82	5,000.00	29.20%
78200	EQUIPMENT REPAIRS & MAINTENANC	0.00	0.00	1,000.00	100.00%
	<b>Total Expense</b>	<u>10,465.81</u>	<u>80,135.75</u>	<u>165,337.44</u>	<u>51.53%</u>

**City of Trinidad**  
**Statement of Revenues and Expenditures - Monthly Reports**  
**204 - IWM**  
**From 2/1/2017 Through 2/28/2017**

		Current Period Actual	Current Year Actual	Total Budget - Original	% of Budget
	Revenue				
46000	GRANT INCOME	0.00	5,000.00	0.00	0.00%
47650	RECYCLING REVENUE	0.00	8,897.63	7,000.00	27.11%
56150	FRANCHISE FEES	0.00	0.00	6,000.00	(100.00)%
	Total Revenue	0.00	13,897.63	13,000.00	6.90%
	Expense				
61000	EMPLOYEE GROSS WAGE	894.73	6,962.94	10,605.00	34.34%
65100	DEFERRED RETIREMENT	107.36	835.46	1,359.00	38.52%
65200	MEDICAL INSURANCE AND EXPENSE	408.16	3,225.68	5,825.00	44.62%
65250	Health Savings Program	3.50	28.00	0.00	0.00%
65300	WORKMEN'S COMP INSURANCE	0.00	0.00	340.00	100.00%
65600	PAYROLL TAX	76.44	596.30	971.00	38.59%
75120	WASTE RECYCLING PICKUP/DISPOSA	0.00	0.00	500.00	100.00%
75130	GARBAGE	0.00	11.60	0.00	0.00%
78100	STREET MAINT/REPAIR/SANITATION	0.00	16.80	0.00	0.00%
78190	MATERIALS, SUPPLIES & EQUIPMEN	0.00	899.25	1,200.00	25.06%
	Total Expense	1,490.19	12,576.03	20,800.00	39.54%
	Net Income	(1,490.19)	1,321.60	(7,800.00)	(116.94)%

**City of Trinidad**  
Statement of Revenues and Expenditures - Monthly Reports  
601 - Water  
From 2/1/2017 Through 2/28/2017

		Current Period Actual	Current Year Actual	Total Budget - Original	% of Budget
<b>Revenue</b>					
42000	SALES & USE TAX	9,200.00	9,200.00	0.00	0.00%
53020	INTEREST INCOME	0.00	0.00	1,500.00	(100.00)%
53090	OTHER MISCELLANEOUS INCOME	0.00	962.61	2,500.00	(61.50)%
57100	WATER SALES	19,338.33	204,662.33	305,000.00	(32.90)%
57200	Water Sales - Wholesale	0.00	4,860.00	3,000.00	62.00%
57300	NEW WATER HOOK UPS	0.00	0.00	1,000.00	(100.00)%
57500	WATER A/R PENALTIES	1,178.17	(1,128.34)	1,000.00	(212.83)%
	<b>Total Revenue</b>	<b>29,716.50</b>	<b>218,556.60</b>	<b>314,000.00</b>	<b>(30.40)%</b>
<b>Expense</b>					
61000	EMPLOYEE GROSS WAGE	6,325.72	60,030.16	98,044.00	38.77%
61250	OVERTIME	0.00	0.00	500.00	100.00%
65100	DEFERRED RETIREMENT	844.80	6,743.53	11,766.00	42.69%
65200	MEDICAL INSURANCE AND EXPENSE	3,051.35	24,091.45	40,587.00	40.64%
65250	Health Savings Program	23.77	190.16	0.00	0.00%
65300	WORKMEN'S COMP INSURANCE	0.00	11.55	2,994.00	99.61%
65600	PAYROLL TAX	657.52	5,215.00	8,534.00	38.89%
65800	Grant Payroll Allocation	0.00	(1,932.17)	0.00	0.00%
68090	CRIME BOND	0.00	245.00	0.00	0.00%
68200	INSURANCE - LIABILITY	0.00	5,471.20	6,125.00	10.67%
68300	PROPERTY & CASUALTY	0.00	2,049.95	2,275.00	9.89%
71110	ATTORNEY-ADMINISTRATIVE TASKS	0.00	0.00	1,000.00	100.00%
71160	ACCOUNTING	0.00	1,381.85	0.00	0.00%
71210	CITY ENGINEER-ADMIN. TASKS	0.00	0.00	4,000.00	100.00%
71510	ACCOUNTANT-ADMIN TASKS	177.38	3,803.70	6,500.00	41.48%
71620	AUDITOR-FINANCIAL REPORTS	1,400.00	6,615.00	7,000.00	5.50%
72100	BAD DEBTS	0.00	221.77	350.00	36.64%
75180	UTILITIES	893.30	8,681.34	11,000.00	21.08%
75190	DUES & MEMBERSHIP	0.00	349.64	1,000.00	65.04%
75220	OFFICE SUPPLIES & EXPENSE	0.00	2,061.22	3,000.00	31.29%
75240	BANK CHARGES	0.00	20.00	0.00	0.00%
75280	TRAINING / EDUCATION	60.00	125.00	500.00	75.00%
75300	CONTRACTED SERVICES	0.00	0.00	25,000.00	100.00%
76110	TELEPHONE	46.00	794.01	1,800.00	55.89%
76130	CABLE & INTERNET SERVICE	61.95	584.21	750.00	22.11%
76160	LICENSES & FEES	0.00	923.80	2,750.00	66.41%
78120	STREET LIGHTING	0.00	0.00	1,600.00	100.00%
78140	VEHICLE FUEL & OIL	85.12	852.24	1,500.00	43.18%
78150	VEHICLE REPAIRS	0.00	33.09	2,000.00	98.35%
78160	BUILDING REPAIRS & MAINTENANCE	0.00	0.00	1,000.00	100.00%
78170	SECURITY SYSTEM	73.50	932.09	500.00	(86.42)%
78190	MATERIALS, SUPPLIES & EQUIPMEN	0.00	180.81	14,000.00	98.71%
78200	EQUIPMENT REPAIRS & MAINTENANC	0.00	145.00	1,000.00	85.50%
79100	WATER LAB FEES	220.00	2,413.00	3,500.00	31.06%
79120	WATER PLANT CHEMICALS	584.39	4,189.16	7,500.00	44.14%
79130	WATER LINE HOOK-UPS	0.00	0.00	1,000.00	100.00%
79150	WATER LINE REPAIR	0.00	12,466.88	15,000.00	16.89%
79160	WATER PLANT REPAIR	1,465.92	3,863.96	8,000.00	51.70%
90000	Capital Reserves	0.00	0.00	15,000.00	100.00%
	<b>Total Expense</b>	<b>15,970.72</b>	<b>152,753.60</b>	<b>307,075.00</b>	<b>50.26%</b>

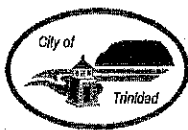
**City of Trinidad**  
**Statement of Revenues and Expenditures - Monthly Reports**  
**601 - Water**  
**From 2/1/2017 Through 2/28/2017**

	<u>Current Period Actual</u>	<u>Current Year Actual</u>	<u>Total Budget - Original</u>	<u>% of Budget</u>
Net Income	<u><u>13,745.78</u></u>	<u><u>65,803.00</u></u>	<u><u>6,925.00</u></u>	<u><u>850.22%</u></u>



**City of Trinidad**  
**Statement of Revenues and Expenditures - Monthly Reports**  
**701 - Cemetery**  
**From 2/1/2017 Through 2/28/2017**

		Current Period Actual	Current Year Actual	Total Budget - Original	% of Budget
	Revenue				
58100	CEMETERY PLOT SALES	500.00	4,245.00	9,500.00	(55.32)%
58150	Cemetery Plot Refunds	0.00	(1,410.00)	0.00	0.00%
	Total Revenue	500.00	2,835.00	9,500.00	(70.16)%
	Expense				
61000	EMPLOYEE GROSS WAGE	1,070.19	8,741.88	13,291.00	34.23%
65100	DEFERRED RETIREMENT	135.44	1,055.91	1,718.00	38.54%
65200	MEDICAL INSURANCE AND EXPENSE	510.88	4,020.93	7,344.00	45.25%
65250	Health Savings Program	4.35	34.80	0.00	0.00%
65300	WORKMEN'S COMP INSURANCE	0.00	0.00	429.00	100.00%
65600	PAYROLL TAX	96.48	753.84	1,227.00	38.56%
75180	UTILITIES	44.13	353.04	750.00	52.93%
78190	MATERIALS, SUPPLIES & EQUIPMEN	0.00	0.00	500.00	100.00%
	Total Expense	1,861.47	14,960.40	25,259.00	40.77%
	Net Income	(1,361.47)	(12,125.40)	(15,759.00)	(23.06)%



## **CONSENT AGENDA ITEM 4**

**SUPPORTING DOCUMENTATION FOLLOWS WITH: 4 PAGES**

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3. Authorize City Manager to have the Ewing Street Cypress Tree Pruned

## **CONSENT AGENDA ITEM**

**Wednesday, April 12<sup>th</sup>, 2017**

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### **Item: Ewing Street Cypress Tree Pruning**

#### **SUMMARY**

The Cypress tree in front of the Trinidad Marine Lab has been determined to be on the City's right of way, and not on the Trinidad Marine Lab's property. This information came out of a detailed professional survey of the Marine Lab property completed by HSU. HSU facilities maintenance staff have been clear to the City that they see this tree as the City's responsibility, and in fact they are very limited in their ability to expend their state funds on anything not on their property. Until this recent survey, everyone involved (the City, HSU, and neighbors) have assumed the tree was HSU's responsibility.

HSU is concerned about the tree's size and possible leaning, and one of the uphill neighbors has struggled for decades with HSU over pruning the tree because it significantly impacts their ocean views. The City Attorney's advice regarding responsibility is that it's not worth battling with HSU over a few thousand dollars, and if the survey is clear, then we are probably on the hook for the tree.

Staff requested that HSU provide original construction plans for the Marine Lab to investigate whether the tree was clearly placed by them, but those requests were not fulfilled by HSU.

Staff asked a local arborist to assess the tree and provide recommendations. That report is attached, and proposes significant pruning, but concludes that the tree is healthy and there is no need to remove it. The arborist estimates the proposed work as shown could be completed for approximately \$2,500.

Rather than wait for a formal View Restoration complaint, staff is ready to have the proposed work completed as described in the attached report. This work, for this dollar amount, would not normally require an agenda item for Council approval, but staff committed to bring this to Council in earlier discussions with the neighbor and with Council.

Funding for this project fits within the existing Public Works budget line item for Streets maintenance. Given that it is in the road right of way, this seems reasonable.

#### **Staff Recommendation.**

**Approve staff decision to contract with Trinidad Tree Service to prune the Ewing Street Cypress tree for an amount not to exceed \$3,000**

#### **Attachment -**

Arborist recommendation.

# Trinidad Tree Service



398 Old Wagon Rd. • Trinidad, CA 95570 • 707-832-3086  
trinadtreesevice@gmail.com

February 5th 2017

Re: 570 Ewing St.

To whom it may concern:

My name is Merlin Sabo, I am a local ISA Certified Arborist and the owner of Trinidad Tree Service based out of Trinidad, CA. I have been practicing Arboriculture in the North Coast since 2005. Dan Berman, Trinidad's City Manager asked me to provide a professional opinion of a Monterey cypress (*Cupressus macrocarpa*) growing at 570 Ewing St. in front of the HSU Marine Lab.

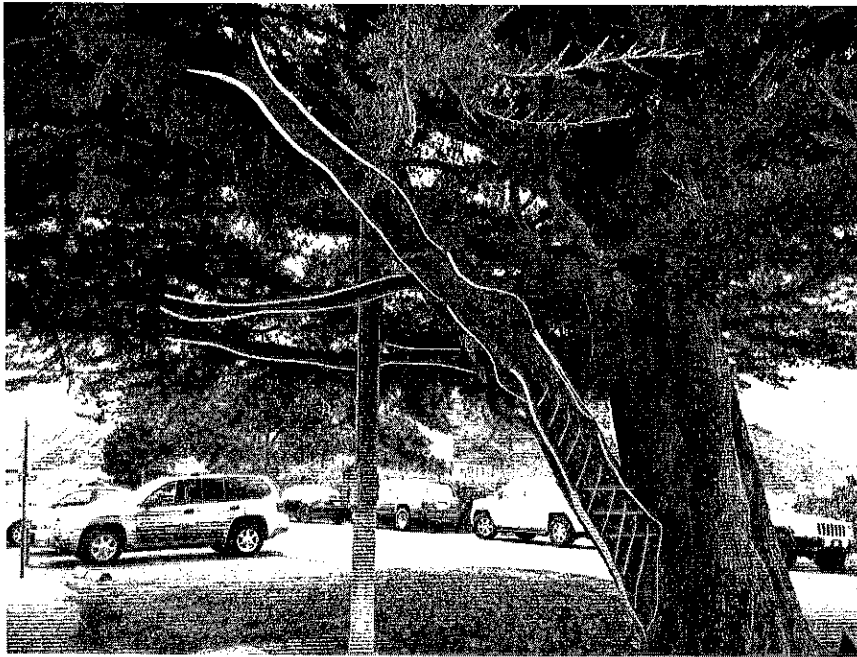
I was asked to look at the tree and recommend future possibilities and potential hazards the tree might represent. According to the marine lab, the tree has started to lean towards their facility, there was talk of wanting the tree fully removed to reduce any future impact.

Looking at the tree, I can confirm the tree is now weighted more heavily on the south side, toward the marine lab. This looks to be caused by the steady north wind blowing off the ocean, creating a small flagging effect in which the vegetation is better able to grow on the leeward side of the tree. Ultimately causing a tree with unbalanced canopy weight. This can be easily

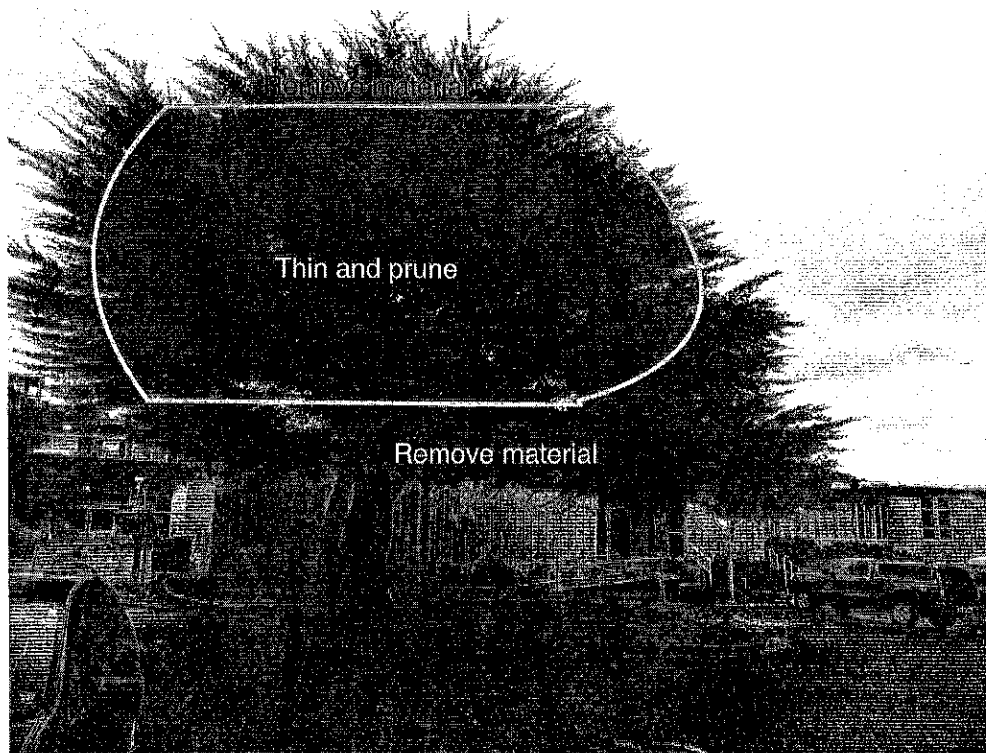


remedied by a good pruning and branch removal throughout the tree to re-balance the structure. Overall the tree looked extremely healthy with no visible rot pockets or dead/failing canopy. I believe by re-structuring the trees shape and reducing the overall size, we can achieve a tree that is safe for the building as well as reducing its overall footprint within its given growing space.

*-Heavy branches that could be removed on the south side of the tree-*



*-Large co dominate trunk that potentially could be removed to help alleviate weight-*



*-Overall size estimation after pruning-*



Ultimately this tree has a pleasing visual limb structure with lots of potential for improvement regarding the safety of its surroundings and future generations to enjoy.

Thank you for your time and consideration, and feel free to contact me for further questions.

Merlin Sabo  
ISA CERTIFIED ARBORIST  
WE-9279A



## **CONSENT AGENDA ITEM 4**

**SUPPORTING DOCUMENTATION FOLLOWS WITH: 16 PAGES**

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4. Firehouse Expansion Project Bid Package

## **CONSENT AGENDA ITEM**

**Wednesday, April 12<sup>th</sup>, 2017**

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### **Item: Release of Firehouse Expansion Bid Package**

#### **SUMMARY**

The Trinidad Volunteer Fire Department have been pursuing a modest expansion on the rear of the Firehouse for years. This 210 square foot expansion will significantly improve the vehicle access in and out of the Firehouse, which is currently quite difficult. It will also improve the functionality of the (cramped) Firehouse for equipment storage. The City Council provided conceptual approval of the project, and allocated approximately \$25,000 dollars towards the project in 2014. Plans were developed and the Planning Commission approved the project. The TVFD solicited initial estimates for the work, but received preliminary quotes well above the budgeted funds. Those original budgeted funds were not used. City staff recognized that the project was subject to prevailing wage and other public works bidding requirements. That led to more detailed specifications and a public works bid package being developed, and staff are recommending the project now be put out to bid. The goal is to receive bids in May so there is time to consider incorporating the project costs into next year's budget, and to have it built this summer.

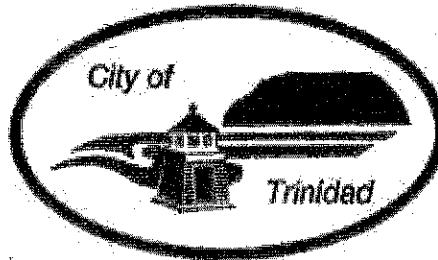
The bid package is attached – the last eight pages are the actual plans, the rest are standard public works bid language, contract, and the specifications.

The received bids will return to the Council for a decision on who to hire, and how to budget the expense. The Fire Dept. has a modest reserve fund, intended largely for replacement of the current vehicles, and they are requesting that the Council consider providing General Funds for this Expansion Project. That decision can be made once the costs are known.

#### **Staff Recommendation:**

**Approve release of the Fire House Expansion Project Bid Package**





**City of Trinidad  
Firehouse Expansion Project**

**Construction Documents**

**April 2017**

**Project #: 01063-07-001-15**

Prepared for: City of Trinidad  
409 Trinity Street  
Trinidad, California

[www.ghd.com](http://www.ghd.com)





**City of Trinidad**  
**Firehouse Expansion Project**

April 2017

Prepared for

City of Trinidad  
409 Trinity Street  
Trinidad, California

Daniel Berman, City Manager

Prepared by

GHD Inc.  
718 Third Street, Eureka, CA 95501  
(707) 443-8326

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**PART 5 – PROJECT PLANS**

## ADVERTISEMENT FOR BIDS

City of Trinidad

Owner

409 Trinity Street, P.O. Box 390

Trinidad, California 95570

Address

Separate sealed bids will be received for the City of Trinidad Firehouse Expansion Project. A conditional or qualified bid will not be accepted if it modifies the Plans or Specifications or method of work.

A non-mandatory pre-bid conference/site visit will be held to familiarize potential bidders with the project and is scheduled for XXX am, Day, April X, 2017 at the Trinidad City Hall at 409 Trinity Street, Trinidad, CA.

The work consists of the furnishing of all labor, material, equipment, and supervision for the construction of the Trinidad Firehouse Expansion Project. The work generally includes, but is not limited to constructing an expansion to the firehouse, as shown on the plans by Manhard Consulting.

Bids will be received at the office of the Trinidad City Engineer at GHD Inc., 718 Third Street, Eureka, California until 11:00 am Pacific Standard Time (PST), Friday, April XX, 2017 and then at said office publicly opened and read aloud. All Contractor questions must be submitted by 5:00 pm PST on Friday, April XX, 2017. Questions received after 5:00 pm PST on Friday, April XX will not be responded to prior to the bid opening.

The Contract Documents are available and may be examined at the following locations:

Humboldt Builders Exchange, Eureka  
North Coast Builders Exchange, Santa Rosa, CA  
Shasta Builders Exchange, Redding, CA  
GHD Inc., 718 Third Street, Eureka, California 95501

Copies of the Specifications and Plans may be obtained at the office of GHD Inc., located at 718 Third Street, Eureka, California, 95501, upon payment of \$20.00 for each set.

None of the above payments for Contract Documents will be refundable.

Each proposal must be submitted on the prescribed form and accompanied by a certified check or Bid Bond in an amount of not less than 10 percent of the amount bid. Successful bidders will be required to furnish both a Payment Bond and Performance Bond in the full amount of the Contract Price. In accordance with Public Contract Code Section 10263 the Contractor will be allowed to substitute securities for monies normally withheld by the Owner to insure performance under this contract.

The general prevailing wage rates applicable to the work are set by the Director of the Department of Industrial Relations, State of California. The Contractor will be required to comply with any changes in these wage rates as they are updated by the State government at no cost to the Owner. Project must comply with regulations regarding labor compliance monitoring and prevailing wage requirements.

Daniel Berman

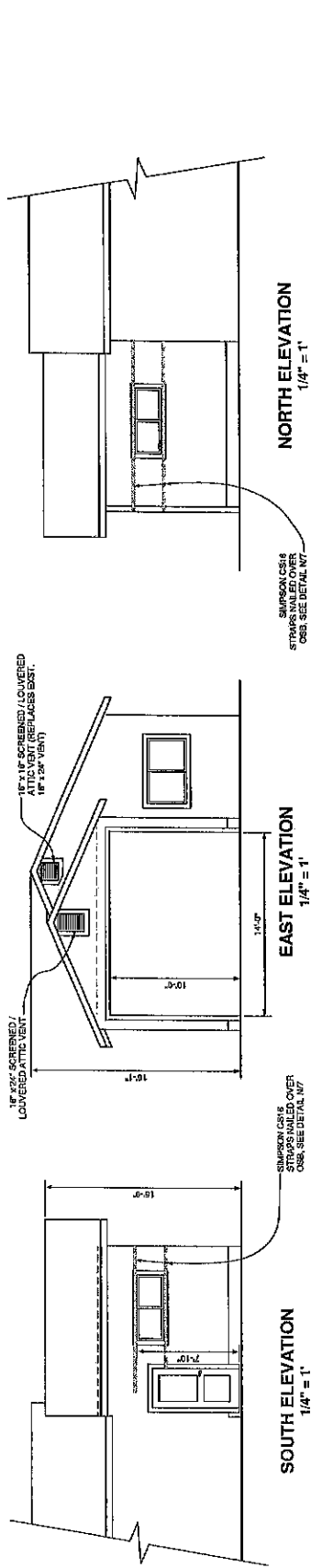
City Manager  
City of Trinidad

Date









## WINDOW SCHEDULE

	NOM. SIZE	TYPE	FRAME	GLAZING	HEADER	NOTES
W-1	5' x 2'	SLIDER	NYL	DUAL, LOW E	4x5 #2 D.F.	
W-2	5' x 2'	SLIDER	NYL	DUAL, LOW E	4x6 #2 D.F.	

## DOOR SCHEDULE

#	WIDTH	HEIGHT	THICK	HEADER	NOTES
D-1	30"	88"	1 3/4"	4X6 #2 D.F.	INSULATED STEEL
D-2	140"	90"	1 3/4"	4X12 #2 D.F.	SECTIONAL ROLL UP

## ELECTRICAL PLAN NOTES

THE LOCATIONS OF SERVICE PANEL AND ELECTRICAL FIXTURES ARE DIAGRAMMATICALLY APPROXIMATE. ADJUST TO MEET ARCHITECTURAL AND STRUCTURAL CONDITIONS AS REQUIRED. ADHERE CLOSELY TO ALL LOCATIONS.

ALL NEW OUTLET CIRCUITS SHALL BE PROTECTED WITH AN AFCI-FAULT CIRCUIT INTERRUPTER

EXTERIOR OUTLETS SHALL BE INSTALLED WITH WEATHERPROOF COVERS.

ALL NEW 15 AND 20 AMP RECEPTACLE OUTLETS SHALL BE TAMPER RESISTANT RECEPTICLES\* AS PER 2010 CALIFORNIA

ELECTRICAL CODE 408.11

FT. O.C. AND WITHIN 6 FT. OF THE END OF WALLS

WITH THE REQUIREMENTS OF UL 2084 AND CARBON MONOXIDE DETECTORS SHALL BE LISTED AS COMPLYING WITH THE

110 VOLT DUPLEX OUTLET  
110 VOLT DUPLEX CEILING OUTLET

110 VOLT FOURPLEX OUTLET

240 VOLT CODE1

1- SURFACE MOUNT LED CEILING LIGHT FIXTURE

**SURFACE MOUNT LED WALL LIGHT FIXTURE**

**DUAL FLOOD LIGHT FIXTURE WITH MOTION SENSOR AND LIGHT SENSOR**

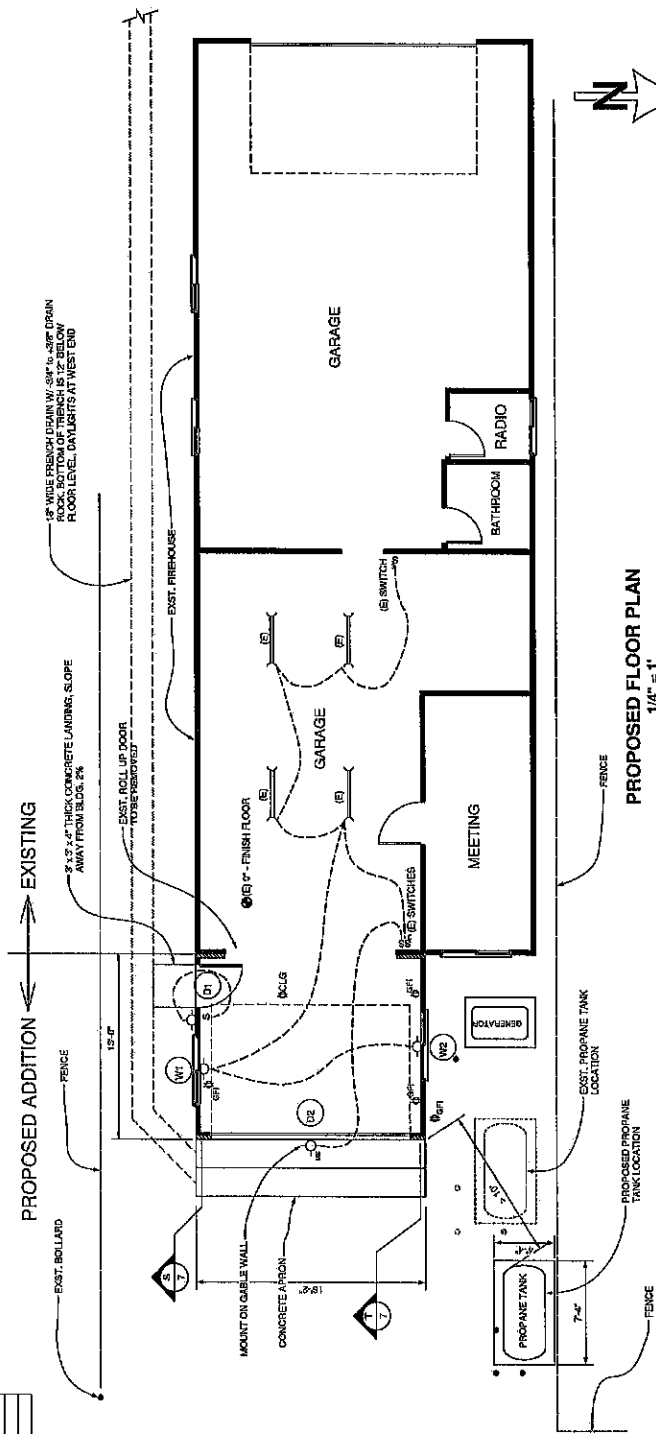
**CARBON MONOXIDE DETECTOR / ALARM  
(BATTERY OPERATED AT EXST. RESIDENCE)**

## GROUND FAULT INTERRUPTOR

ARC FAULT INTERRUPTOR

DINAMIER

C OCCUPANT SENSOR



**PROPOSED FLOOR PLAN**  
**1/4" = 1'**

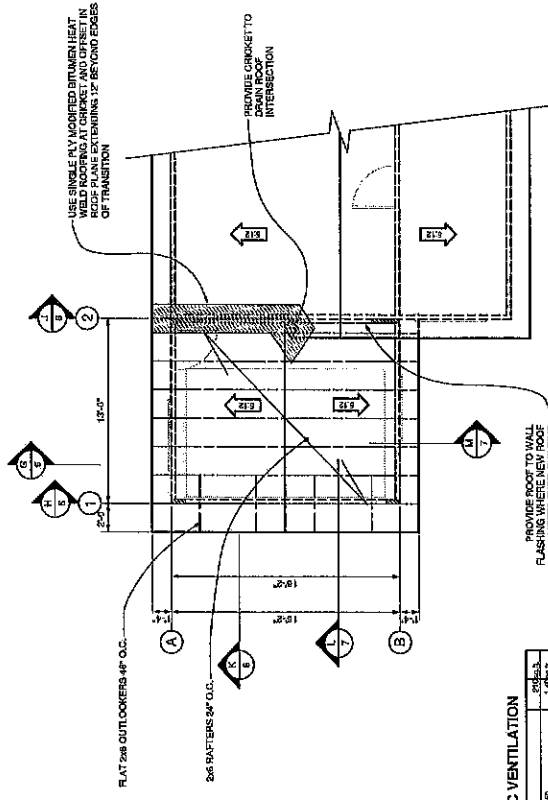


# GENERAL STRUCTURAL NOTES:

1. THESE NOTES SHALL APPLY TO ALL DRAWINGS UNLESS SHOWN OTHERWISE.
2. ALL WORK SHALL BE DONE IN ACCORDANCE WITH THE 2015 CALIFORNIA BUILDING CODE (CBC), AND THE 2015 CALIFORNIA MECHANICAL CODE (CMC), THE 2015 CALIFORNIA ELECTRICAL CODE (CEC), THE 2015 CALIFORNIA PLUMBING CODE (CPC), AND THE 2015 CALIFORNIA FIRE CODE (FC).
3. THE CONTRACTOR SHALL VERIFY ALL DIMENSIONS AND CONDITIONS OF THE EXISTING STRUCTURE PRIOR TO PROCEEDING WITH WORK.
4. PLAN DIMENSIONS SHALL TAKE PRECEDENCE OVER SCALE SHOWN.
5. FEATURES OF CONSTRUCTION SHOWN ARE TYPICAL AND SHALL APPLY GENERALLY UNLESS NOTED OTHERWISE. OVERLAP OF JOINTS SHALL BE AS SHOWN ON THE DRAWING.
6. ALL WORK SHALL BE DONE IN ACCORDANCE WITH THE 2015 CALIFORNIA BUILDING CODE (CBC), AND THE 2015 CALIFORNIA MECHANICAL CODE (CMC), THE 2015 CALIFORNIA ELECTRICAL CODE (CEC), THE 2015 CALIFORNIA PLUMBING CODE (CPC), AND THE 2015 CALIFORNIA FIRE CODE (FC).
7. THE CONTRACTOR SHALL VERIFY ALL DIMENSIONS AND CONDITIONS OF THE EXISTING STRUCTURE PRIOR TO PROCEEDING WITH WORK.
8. THE CONTRACTOR SHALL ASSUME RESPONSIBILITY FOR THE PROTECTION OF ALL EXISTING UTILITIES AND STRUCTURES AND SHALL NOT BE HELD RESPONSIBLE FOR DAMAGE TO ANY EXISTING UTILITIES OR STRUCTURES.

# STRUCTURAL FOUNDATION NOTES:

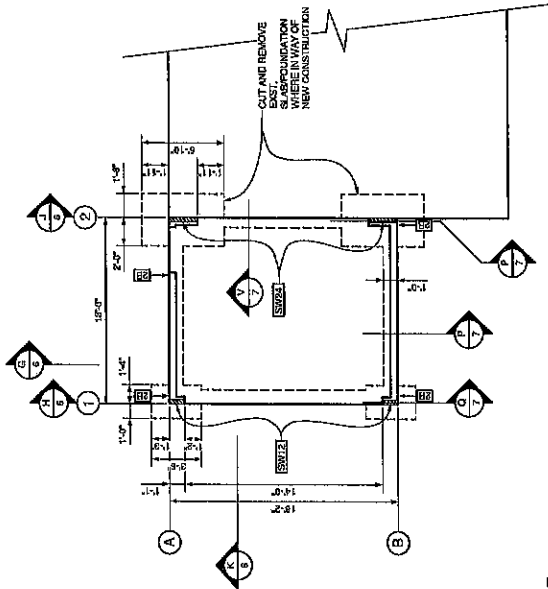
1. ALL CONCRETE FOR FOUNDATIONS SHALL HAVE A 28 DAY COMPRESSIVE STRENGTH OF 4000 PSI. IT IS RECOMMENDED, HOWEVER NOT REQUIRED, THAT THE CONCRETE BE TESTED TO VERIFY THAT IT MEETS THE 28 DAY COMPRESSIVE STRENGTH OF 4000 PSI.
2. SPECIAL INSPECTION AND TESTING REQUIRED FOR CONCRETE STRENGTH - 2800 PSI.
3. REPAIR ALL REBAR SHALL BE:
  - 40 XIN FOR 40 REINFORCING BAR OR SMALLER
  - 60 XIN FOR 60 REINFORCING BAR OR LARGER
4. ALL REINFORCING BAR SHALL BE A MINIMUM OF #4 BAR DIAMETERS OR THE SECTION 911.14 OF THE CBC.
5. ALL FOOTINGS SHALL BE CARRIED INTO UNDISTURBED BEARING SOILS AS DESCRIBED PER CHAPTER 18 AND DETAIL 1801 ON PLAN. CONTRACTOR TO VERIFY BEARING ON A TYPICAL SOIL OR CEMENTED SAND FILL.
6. ALL WOOD MEMBERS IN CONTACT WITH CONCRETE SHALL BE FOUNDATION GRADE PRESERVE TREATED 2X6 OR 2X8 PER S.F.P.
7. ANCHOR BOLTS SHALL BE INSTALLED AS NOTED ON THE FOUNDATION PLANS. IF NO ANCHOR BOLTS ARE SHOWN, THEN ANCHOR BOLTS SHALL BE INSTALLED WITHIN 12" O.C. IN ALL BUILT UP WALLS. AT LEAST ONE BOLT SHALL BE INSTALLED WITHIN 12" INCHES OF EACH END OF EACH PLATE, WITH NO LESS THAN TWO (2) BOLTS PER PLATE 12" O.C. IN ALL BUILT UP WALLS. ANCHOR BOLTS SHALL BE 1/2" DIA. WITH A MINIMUM OF 12" X 1/4" WITH A STANDARD CUT WELDER BETWEEN THE PLATE AND THE WOT AT ALL SHEAR WALLS. ALL CAST IN PLACE BOLTS TO HAVE AN EMBEDDED LENGTH OF 7" INTO CONCRETE. THE ANCHOR BOLTS SHALL BE 1/2" DIA. WITH A STANDARD CUT WELDER BETWEEN THE PLATE AND THE WOT AT ALL SHEAR WALLS.
8. THE CONTRACTOR TO COORDINATE ALL DOWN BOLT LOCATIONS WITH SHEAR WALL PLAN AND THE ALL DOWN BOLT LOCATIONS SHALL BE PLACED PRIOR TO CONCRETE PLACEMENT. CONTRACTOR TO FOLLOW ALL MANUFACTURER'S INSTALLATION GUIDELINES FOR ANCHORED DOWN BOLT ANCHORS.
9. A MIN. INVESTIGATING GRADIENT OF 1/8" TO 1/4" SHALL BE MAINTAINED AWAY FROM ALL FOUNDATIONS & MOUNTING FOR A MIN. HORIZONTAL DISTANCE OF 4 FEET.



# ATTIC VENTILATION

Atomic name	210-551.3
Atomic weight 1/157	1.4036976

ROOF PLAN  
1/4" = 1'



FOUNDATION PLAN  
1/4" = 1'

# SHEAR WALL FOUNDATION BOLT NOTES:

1. REFER TO SHEET 50 FOR ALL TYPICAL NOTES AND SPECIFICATIONS.
2. PROVIDE 1/2" DIA. IS THREADED ROD GRADE 4040 ANCHOR BOLTS AT 24" SPACING WALL END STUDS.
3. PROVIDE 1/2" DIA. IS THREADED ROD GRADE 4040 ANCHOR BOLTS AT 24" SPACING WALL END STUDS.
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NO.	REVISION
1	ISSUED

Johnson Design  
Clay C. Johnson  
P.O. Box 589, Trinidad, CA 95270  
Tel: (925) 734-4400 Fax: (925) 734-4401  
www.johnsondesign.com  
ALL RIGHTS RESERVED

Manhard  
CONSULTING, LTD.  
6117 Street, Suite 100, San Francisco, CA 94133  
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www.manhard.com

ROOF & FOUNDATION  
PLANS  
1/4" = 1'

Trinidad Firehouse  
Trinidad, CA

SHEET	NO.	DATE
1	1	1/1/2015





8 9  
SHEET

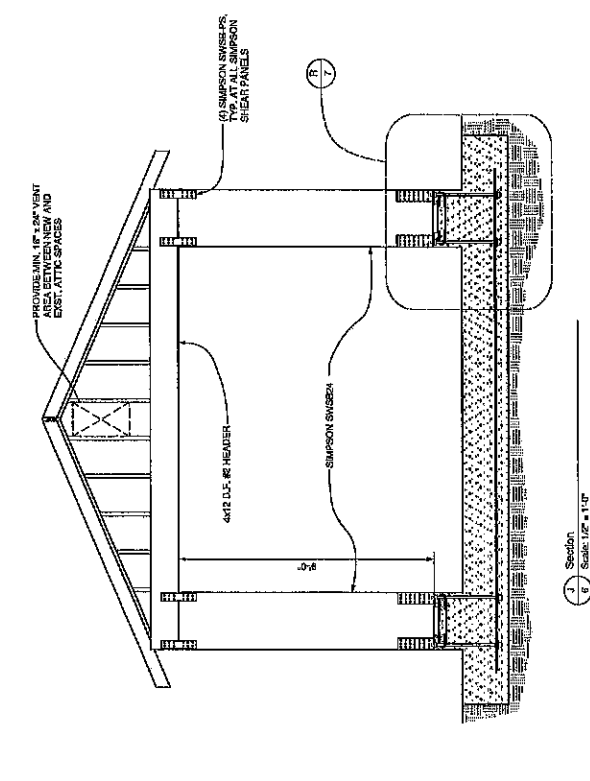
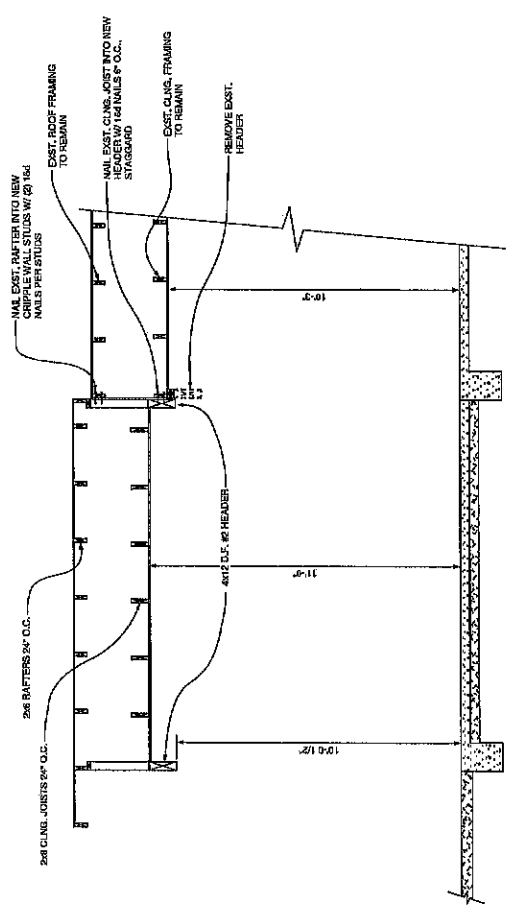
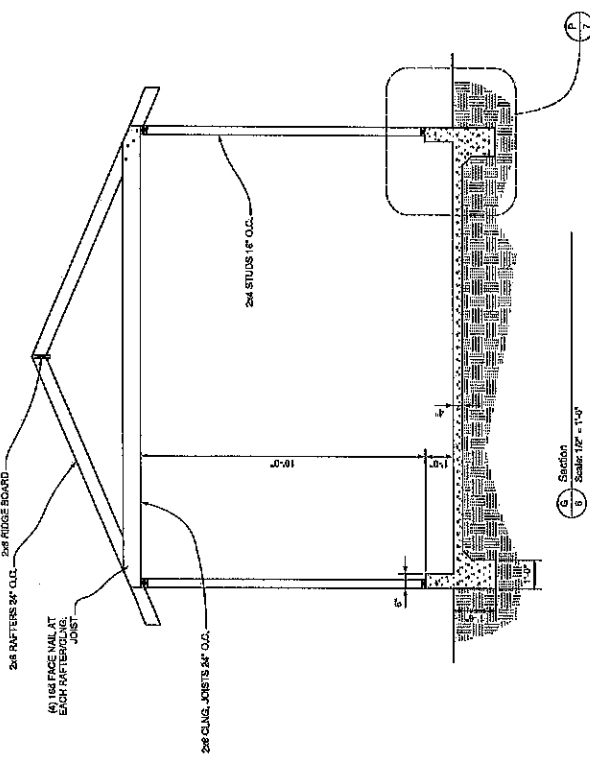
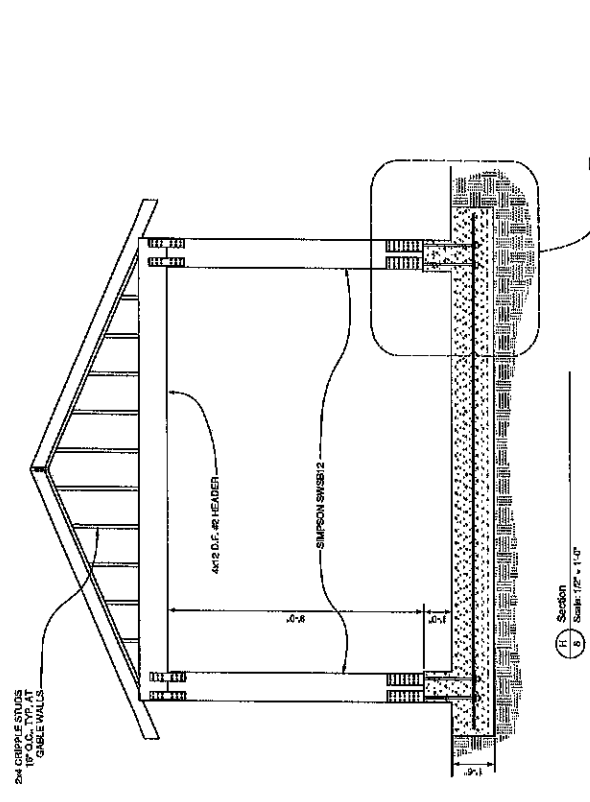
Trinidad Firehouse  
Trinity Street  
Trinidad, CA

SECTIONS  
1/2" = 1'

**Manhard**  
CONSULTING LTD.  
5117 Street, Eureka, CA 95501  
(707)444-3900 fax: (707)444-0000  
www.manhard.com

**Johnson Design**  
Clay O. Johnson  
P.O. Box 589, Trinidad, CA 95570  
(707) 437-2464 cjohnson@jdesign.com  
ALL RIGHTS RESERVED

NO.	DESCRIPTION	DATE
1	ISSUED FOR PERMIT	10/1/18
2	REVISION	
3	REVISION	
4	REVISION	
5	REVISION	
6	REVISION	
7	REVISION	
8	REVISION	
9	REVISION	
10	REVISION	



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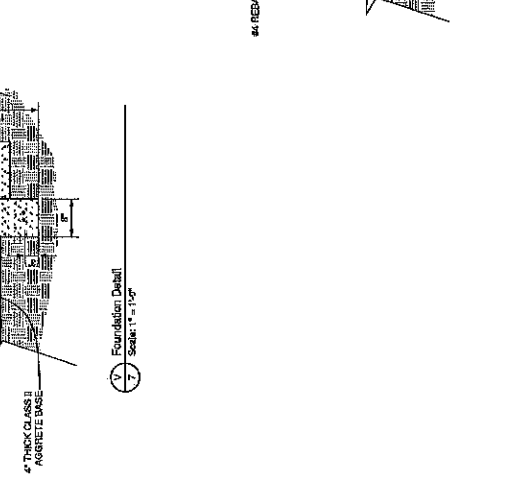
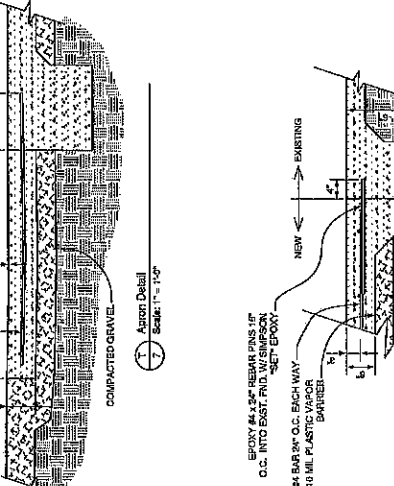
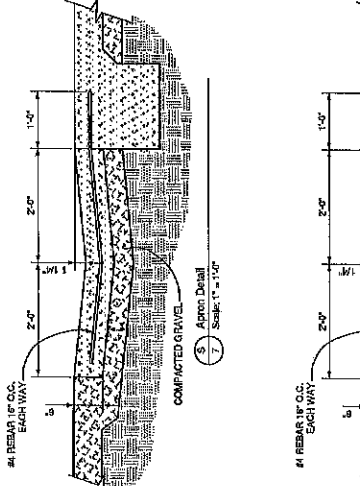
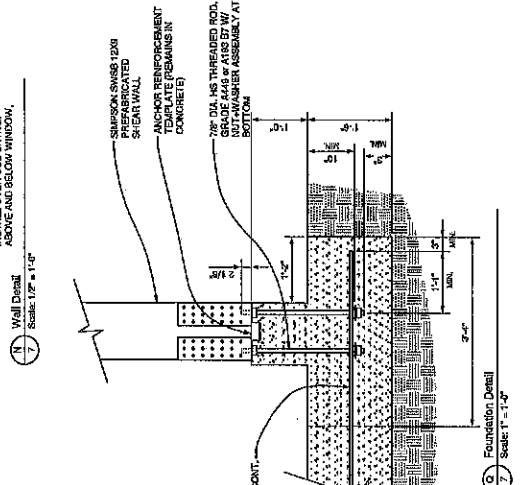
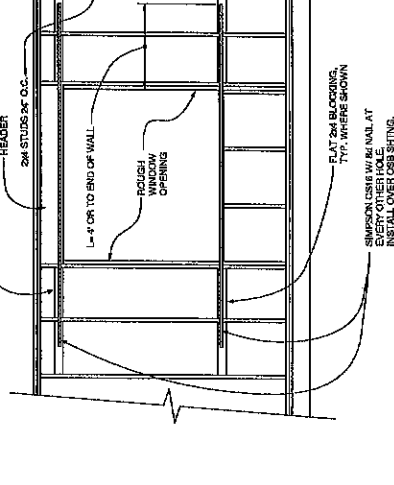
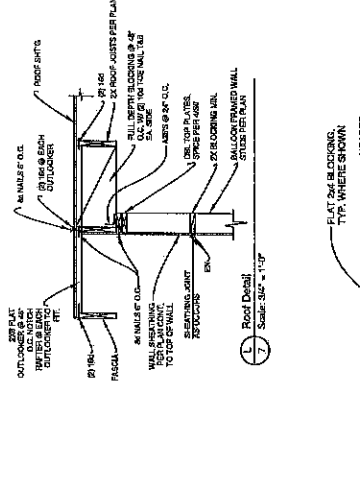
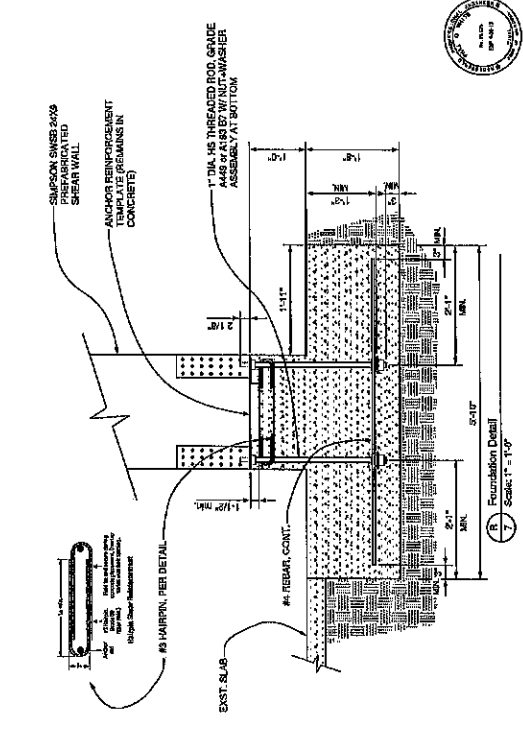
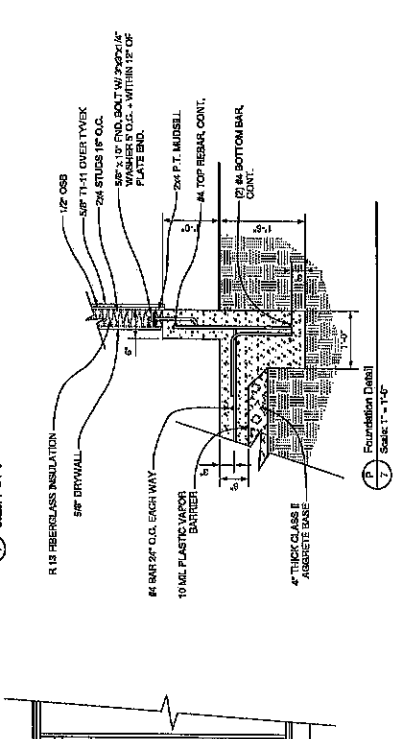
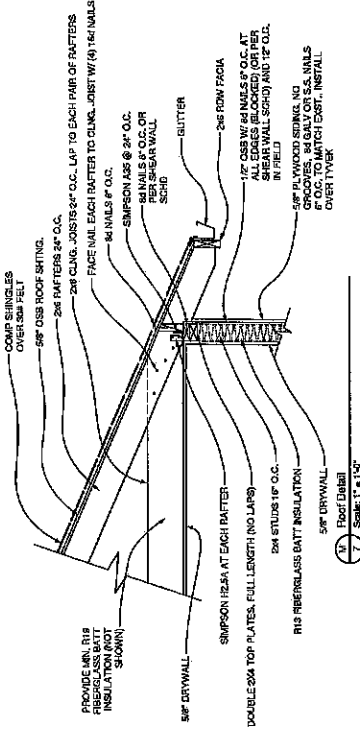
JOHNSON DESIGN  
 11117 17th Street, Suite 100  
 San Diego, CA 92161  
 (619) 594-1000  
 www.johnsondesign.com

Manhard  
 CONSULTING LTD  
 611 17th Street, Suite 100  
 San Diego, CA 92161  
 (619) 594-1000  
 www.manhard.com

# DETAILS

Trinidad Firehouse  
 Trinity Street  
 Trinidad, CA

SHEET  
 7 of 8



## REBAR

## HOLD DOWNS

## SHEARWALLS

## REBAR

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488

[illegible][illegible]

REACTOR SIZE	NO. 1	NO. 2	NO. 3	NO. 4	NO. 5	NO. 6	NO. 7	NO. 8	NO. 9	NO. 10	NO. 11	NO. 12	NO. 13	NO. 14	NO. 15	NO. 16	NO. 17	NO. 18	NO. 19	NO. 20	NO. 21	NO. 22	NO. 23	NO. 24	NO. 25	NO. 26	NO. 27	NO. 28	NO. 29	NO. 30	NO. 31	NO. 32	NO. 33	NO. 34	NO. 35	NO. 36	NO. 37	NO. 38	NO. 39	NO. 40	NO. 41	NO. 42	NO. 43	NO. 44	NO. 45	NO. 46	NO. 47	NO. 48	NO. 49	NO. 50	NO. 51	NO. 52	NO. 53	NO. 54	NO. 55	NO. 56	NO. 57	NO. 58	NO. 59	NO. 60	NO. 61	NO. 62	NO. 63	NO. 64	NO. 65	NO. 66	NO. 67	NO. 68	NO. 69	NO. 70	NO. 71	NO. 72	NO. 73	NO. 74	NO. 75	NO. 76	NO. 77	NO. 78	NO. 79	NO. 80	NO. 81	NO. 82	NO. 83	NO. 84	NO. 85	NO. 86	NO. 87	NO. 88	NO. 89	NO. 90	NO. 91	NO. 92	NO. 93	NO. 94	NO. 95	NO. 96	NO. 97	NO. 98	NO. 99	NO. 100
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**HOLDOWN SCHEDULE**

NO.	DESCRIPTION	QUANTITY	UNIT	PRICE	TOTAL
1	1/2" X 4" X 8" LUMBER	100	LF	1.50	150.00
2	1/2" X 4" X 8" LUMBER	100	LF	1.50	150.00
3	1/2" X 4" X 8" LUMBER	100	LF	1.50	150.00
4	1/2" X 4" X 8" LUMBER	100	LF	1.50	150.00
5	1/2" X 4" X 8" LUMBER	100	LF	1.50	150.00
6	1/2" X 4" X 8" LUMBER	100	LF	1.50	150.00
7	1/2" X 4" X 8" LUMBER	100	LF	1.50	150.00
8	1/2" X 4" X 8" LUMBER	100	LF	1.50	150.00
9	1/2" X 4" X 8" LUMBER	100	LF	1.50	150.00
10	1/2" X 4" X 8" LUMBER	100	LF	1.50	150.00
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12	1/2" X 4" X 8" LUMBER	100	LF	1.50	150.00
13	1/2" X 4" X 8" LUMBER	100	LF	1.50	150.00
14	1/2" X 4" X 8" LUMBER	100	LF	1.50	150.00
15	1/2" X 4" X 8" LUMBER	100	LF	1.50	150.00
16	1/2" X 4" X 8" LUMBER	100	LF	1.50	150.00
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54	1/2" X 4" X 8" LUMBER	100	LF		

[illegible][illegible][illegible]

**A**

RADIUS OF BEND  
 $K_1$   
 $K_2$   
STRESS IN BAR  
STRESS IN WELD

**B**

45° BEND  
RADIUS OF BEND  
 $K_1$   
 $K_2$   
STRESS IN BAR  
STRESS IN WELD

**BAR BENDS**

WELDED JOINT  
TENSILE STRESS  
COMPRESSIVE STRESS  
TRANSVERSE STRESS

[illegible]

Technical drawing of a roof structure. The drawing includes a side elevation and a cross-section. Key components and dimensions are labeled:

- 1** 1" x 4" STUDS @ 16" O.C.
- 2** 2" x 4" STUDS @ 16" O.C.
- 3** 2" x 4" STUDS @ 16" O.C.
- 4** 2" x 4" STUDS @ 16" O.C.
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- 97** 2" x 4" STUDS @ 16" O.C.
- 98** 2" x 4" STUDS @ 16" O.C.
- 99** 2" x 4" STUDS @ 16" O.C.
- 100** 2" x 4" STUDS @ 16" O.C.

[illegible]

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## **CONSENT AGENDA ITEM 5**

**SUPPORTING DOCUMENTATION FOLLOWS WITH: 7 PAGES**

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5. Damage Claim Against the City from Christian Walters



## CONSENT AGENDA ITEM

Wednesday, April 12, 2017

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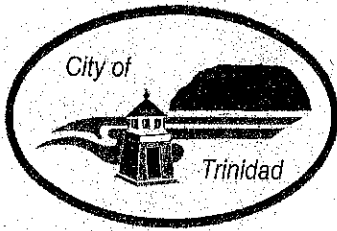
**Item:** Damage Claim Against the City from Christian Walters

The City received a damage claim from Christian Walters regarding a slip and fall incident last year on the Axel Lindgren Memorial Trail. It has been forwarded to the City's claims specialist at George Hills, and the City Attorney who both agree and recommend that it be rejected.

The rejection is based on various omissions of information and/or evidence that places liability on the City. The City must make this determination in order to begin the 6-month statute of limitations timeline.

**Attachments:** Walters Claim

*Note: Color figures and exhibits have been removed from this packet due to scan and duplication resolution issues. The full claim with color images are available through the City Clerk's office by request.*



**CITY OF TRINIDAD**

Post Office Box 390 • 409 Trinity Street  
Trinidad, California 95570  
Ph: 707.677.0223 • Fax: 707.677.3759

**RECEIVED**

**MAR 17 '17**

**CITY OF TRINIDAD**

*RETURN COMPLETED CLAIM FORMS TO THE CITY CLERK'S OFFICE*

**CLAIM FOR MONEY OR DAMAGES AGAINST  
THE CITY OF TRINIDAD**

This claim must be presented, as prescribed by Parts 3 and 4 of Division 3.6, Title I of the Government Code of the State of California, by the claimant or by a person acting on his/her behalf and shall show:

The name and mailing address of the claimant:

Christian Walters  
1165 Reads Run  
Traverse City, MI 49685

Telephone:

330.398.2670

The mailing address to which the person presenting the claim desires notices to be sent:

1165 Reads Run  
Traverse City, MI 49685

The date, place and circumstances of the occurrence or transaction which gave rise to the claim asserted  
(use additional paper, if needed):

Please refer to attached letter

A general description of the indebtedness, obligation, injury, damage or loss incurred so far as it may be known at the time of the presentation of the claim:

Please refer to attached letter

The name(s) of the public employee(s) causing the injury, damage, loss, if known:

N/A

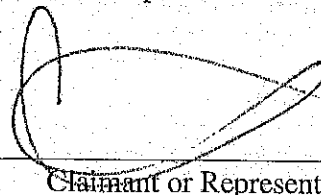
State the amount claimed if it totals less than ten thousand dollars as of the date of presentation of the claim, including the estimated amount of any prospective injury, damage or loss, insofar as it may be known at the time of the presentation of the claim, together with the basis of the amount claim.

**INCLUDE RECEIPTS AND/OR OTHER PROOF OF REPAIR OR REPLACEMENT.** If the amount claimed exceeds ten thousand dollars (\$10,000), no dollar amount shall be included in the claim. However, it shall indicate whether the claim would be a limited civil case (CCP Section 85).

Please refer to attached letter

The claim shall be signed by the claimant or by some person on his/her behalf. A claim relating to a cause for action for death or injury to the person or to personal property or growing crops shall be presented not later than six (6) calendar months (or 182 days) after the accrual of the cause of action, whichever is longer. Claims relating to any other causes of action shall be presented not later than one (1) year after accrual of the cause of action.

3/3/17  
Date

  
Claimant or Representative

**NOTE:** This form of claim is for your convenience only; any other type of form may be used if desired, so long as it satisfies the requirement of the Government Code. The use of this form is not intended in any way to advise you of your legal rights or to interpret the law. If you are in doubt regarding your legal rights or the interpretation of any law, we suggest that you seek legal counsel of your choice. Issuance of this form does not constitute an acknowledgement of the validity of, or the obligation to pay, any claim against the City of Trinidad or its employees.

March 3, 2017

City of Trinidad  
409 Trinity St  
Trinidad, CA 95570

To Whom It May Concern,

This letter is a settlement demand for injuries I sustained while visiting Trinidad, California on September 13, 2016. Pursuant to Section 910 of the Government Code, answers to the required questions are provided below. With this letter I am providing a reasonable opportunity to settle this claim. Timely acceptance of this offer will protect the city from protracted litigation, attorney costs, the time and expense of attending depositions and other associated costs.

As discussed herein, I sustained painful and permanent injuries due to the negligent and dangerous manner in which the city of Trinidad built and maintained its property. Please consider this as my demand pursuant to Section 905.2 of the Government Code for payment due to these injuries.

**Question 1:**

Christian D. Walters  
1165 Reads Run  
Traverse City, MI 49685  
(330)398-2670

**Question 2:**

1165 Reads Run  
Traverse City, MI 49685

**Question 3:**

On September 13, 2016, my girlfriend Meagan and I visited Trinidad, California to view the tide pools – The third day of a seven day vacation, and our first time visiting California. Having had dinner in Trinidad the night before, we decided to travel back to Trinidad and visit Old Home Beach at approximately 1PM, as it was recommended to us for the excellent tide pools. To access Old Home Beach you must travel down a stairway near the Trinidad Memorial Lighthouse. There were other pathways that appeared to be closed off. We proceeded down the wooden stairway towards Old Home Beach in our beachwear. We had found that these stairs were treacherous, uneven and of varying degrees of slope and we proceeded cautiously. Despite this caution, on the second flight down I stepped on a stair with a downward slope, causing both of my feet to slip out from under me. Because there was

no guardrail or other safety device to mitigate the fall, my right palm landed on the edge of one of the stairs with the full force of my body.

I immediately knew I sustained a serious injury and saw a large, deep laceration on my right palm. We rushed back up the stairs, I covered the flap of skin with a towel and Meagan asked at the Trinidad Bay Eatery and Gallery where to seek medical attention. Luckily, we were referred to nearby Mad River Community Hospital and Meagan drove me there to be treated.

This injury was caused by the negligent and dangerous manner in which these stairs were built and maintained. Exhibit A shows photos of the staircase from multiple angles and demonstrates the danger of these uneven, sloping stairs. These photos were found online as I was unable to return to take them myself. Also of note is the lack of a guardrail or other safety device on either side of the stairway. The fact that these stairs lead to a beach only exacerbates the danger, as the most common footwear one would wear to a beach are sandals, as I was at the time, and not more rugged shoes. Exhibit B provides a description of these stairs from the website of the Greater Trinidad Chamber of Commerce. The website indicates that the beach is "not always easy to get to" and characterizes the stairs as a "narrow, uneven set of steps", providing proof that not only were these stairs treacherous, the extent of their danger was known and documented. Finally, Exhibit C is a photo from the Greater Trinidad Chamber of Commerce's website of the top of the staircase from Trinidad Memorial Lighthouse. As demonstrated in this photo, there was no apparent sign or written warning cautioning of the dangerous nature of these stairs, further highlighting the negligence by the city of Trinidad.

#### **Question 4:**

That same day, I treated at Mad River Community Hospital for the deep laceration on my right palm. The wound was irrigated, numbed via an injection directly into the wound and I was given 7 stitches to close it. Due to the severity of the laceration I was given tetanus and antibiotic shots and prescribed painkillers and more antibiotics. Dr. Entsminger was concerned about possible tendon and nerve damage due to the depth of the wound. The movement of my fingers did not appear to be affected and there was numbness around the injured area.

On September 26, 2016 I presented to my primary care physician, Dr. Andrew Adams, to have the stitches removed from my right hand. I expressed that I had continued numbness to the area around the stitches on my right palm. Dr. Adams explained that the nerve damage from the injury may correct itself and feeling may return.

On February 3, 2017 I presented again to Dr. Adams with a hard tumor in my right palm directly above the scar that had formed. Feeling also had not returned to the area around the scar. Dr. Adams indicated that the tumor is likely a ganglion cyst and there is a strong likelihood its onset was a result of damage to a tendon sheath caused by the laceration to my right palm. He advised that if the cyst did not go away on its own it may require draining or surgical intervention. He explained that the nerve damage and continuing numbness to my right palm is very likely permanent. Exhibit D is a letter from Dr. Adams highlighting this opinion.

Medical records and bills are attached as Exhibit E. My medical bills charged to date are \$3,694.28. Of these charges, \$1,917.29 are out of pocket expenses. At this time it is not known if the ganglion cyst in my palm will resolve on its own or if it will require surgical intervention. If surgery is needed, the website of the Orthopaedic Surgery Center in Boardman, Ohio estimates the cost of ganglion excision at \$2,890.

**Mad River Community Hospital – Date of Service 9/13/16: \$1,513**

**Pac Bay Emergency Physicians - Date of Service 9/13/16: \$1,998**

**CVS Pharmacy - Date of Service 9/13/16: \$67.06**

**Thirlby Clinic – Date of Service 9/26/16: \$43.36**

**Thirlby Clinic – Date of Service 2/3/17: \$72.86**

**MEDICAL SPECIALS: \$3,694.28**

**Ganglion Excision: \$2,890**

**TOTAL PAST AND FUTURE MEDICAL SPECIALS: \$6,584.28**

This estimation may be conservative as it is not uncommon for ganglion cysts to return after surgical removal, requiring additional surgeries. Beyond these special damages, I have also suffered considerable pain and suffering from this injury. This event was a major disruption in a long awaited and expensive vacation. I work at a computer desk the majority of the day and am a right hand dominant person. While my hand was recuperating, it became very difficult to perform at my normal level in my job. Common activities, such as putting on clothes, cooking and bathing, were met with pain and difficulty.

There is now permanent nerve damage, resulting in numbness to approximately 15% of my right palm. My doctor is advising that this is not expected to improve. I am reminded of the injury with nearly every action I perform with my right hand and it is a frequent annoyance. There is a wide, 2 inch scar on my right palm that is unsightly and impossible to cover up without wearing gloves. Both of these conditions are permanent and will remain with me for many years to come. Exhibit F provides photos at various points in the healing process.

**Question 5:**

N/A

**Question 6:**

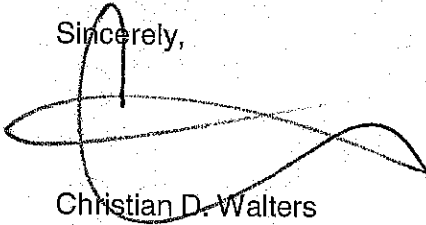
Based on the incurred losses and general damages outlined above, I am providing a reasonable opportunity to settle this claim and am demanding payment in the amount of

Page 4

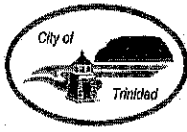
\$25,000. \$25,000 is within the jurisdiction of limited civil court. Based on the severity of the injuries I sustained and the negligence on the part of the city of Trinidad, this amount is appropriate. It pains me to bring a claim against this beautiful city, but under these circumstances I have no choice.

Pursuant to Government Code 912.6(a), please respond to this demand within 45 days of receipt of this letter. I look forward to hearing your response.

Sincerely,

A handwritten signature in black ink, appearing to read "Christian D. Walters". The signature is stylized with a large, sweeping loop that extends to the right and then curves back down to the left, crossing over itself.

3/3/17



## **DISCUSSION AGENDA ITEM 1**

**SUPPORTING DOCUMENTATION FOLLOWS WITH: 18 PAGES**

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1. Discussion/Decision regarding response to Edwards St./Memorial Light House Landslide



## **ACTION AGENDA ITEM**

**Wednesday, April 12<sup>th</sup>, 2017**

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### **Item: Edwards St./Memorial Light House Landslide Response**

#### **Summary:**

A large active landslide is occurring immediately adjacent to Edwards Street and the Trinidad Memorial Lighthouse. SHN Consulting Engineers and Geologists (SHN) have completed a Preliminary Assessment Report (attached). The Report recommends the City move forward quickly on two fronts: removing materials on the top of the slide, and conducting further subsurface geologic investigation. Plans for the removal of the materials from the slide are attached. Estimates for that work are anticipated by the date of the meeting. A cost proposal for subsurface geologic investigations has been received and is attached totaling \$30,100.

#### **Staff Recommendations:**

- a) Authorize (after the fact) the expenditure of \$2,800 for the initial assessment report from the Public Works budget.**
- b) Confirm that this situation constitutes an emergency in terms of the permit process and the need to move quickly to remove the materials from atop the slide as shown in the attached Plans.**
- c) Approve funding the removal of materials on the slide (pending estimates).**
- d) Consider the SHN proposal for additional geologic investigation. Approval would require a budget adjustment from reserves to the Public Works Contracting Budget.**

#### **Details:**

City Engineers GHD have developed plans to remove materials from the active slide area as recommended in the Preliminary Assessment (see attachments). The work includes removal of part of the concrete ramps on the site, part of the parking area, and some benches, fencing, and steps, with erosion control and revegetation where appropriate. Those plans are attached. The City has solicited estimates from local qualified contractors to implement that work as soon as possible. Staff expects to have those estimates available at the meeting. The City has \$20,000 in our Public Works budget available for this purpose, and is working to access ~\$14,000 in PARSAC grant funds as well.

SHN has provided a proposal for the recommended subsurface geologic investigation, including the drilling work itself, related survey and mapping work, data analysis, and generation of conceptual designs based on the results. The cost is \$30,100. The nature of that work, and the information it can yield, are described in more detail in SHN's attached proposal.

SHN will be present at the meeting to discuss both the Preliminary Assessment and the cost proposal for further investigation. The cost proposal was just received in time for inclusion in the agenda packet and staff will provide further context and discussion of it at the meeting.

Staff fully agree with the proposed boring recommended along Edwards St. If this landslide continues to progress northward, as anticipated in the Assessment Report, it poses a direct threat to Edwards St. itself, and the utilities under that street. The City should move ahead with planning for that eventuality, which may consist of a significant effort to stabilize the head of the slide to protect Edwards St. The proposed boring and monitoring will provide information that is needed to move ahead with considering design options, including the depth of the landslide, and the depth to 'bedrock', or at least to more solid and stable materials. The boring will be outfitted with a measuring device (inclinometer) that allow for tracking over time of the landslide at depth, which can provide an early warning system about further land movement.

Staff are less sure about proceeding with the proposed borings around the Trinidad Memorial Lighthouse (TML). There is a critical decision point at hand about whether to try and protect the TML in place, or to plan on moving it. If the goal is to design and implement significant engineering work to stabilize the TML in place, then these borings are absolutely needed to inform that design. The TML is clearly perched immediately on the edge of the active slide. Further progression of the slide may undermine it completely, and the feasibility and cost of trying to protect it in that obviously precarious location are worth considering carefully.

The Trinidad Civic Club own the TML and the land immediately around it. In discussions with City staff they have indicated they may choose to embrace the effort to find a new, safer location for the Memorial Lighthouse, Memorial Wall, and Bell rather than trying to protect it in place. Staff will ask SHN to be prepared to discuss this question of moving vs. protecting the TML in place, and how it would impact the cost proposal.

#### **Financial Implications:**

The City has applied for State and Federal Disaster relief funding for this project, associated with the Disaster Declaration for the intense storms in mid-January. If that application is successful, disaster funding could reimburse the City for up to ~88% of the costs associated with the disaster, which could include everything discussed here, and further engineering work as well. That series of storms did seem to trigger the dramatic movement of the landslide, but there is no guarantee that the application will be successful, and the City may have to absorb these costs. The City has \$20,000 in our Public Works Budget that is available for the removal of the materials from the slide. Staff are pursuing approximately \$15,000 in PARSAC grant funds for this work as well. The subsurface geologic investigation would require utilization of General Fund reserves, which are currently at approximately \$1 Million. Looking further ahead, a significant engineering effort to stabilize the slide to protect Edwards St. could easily be on the order of \$500,000 as a very rough initial estimate based on the budget for the Van Wycke Trail.

#### **Staff Recommendations:**

- a) Authorize (after the fact) the expenditure of \$2,800 for the initial assessment report from the Public Works budget.**
- b) Confirm that this situation constitutes an emergency in terms of the need to move quickly to remove the materials from atop the slide as shown in the attached Plans.**
- c) Approve funding the removal of materials on the slide (pending estimates).**
- d) Consider the SHN proposal for additional geologic investigation. Approval would require a budget adjustment from reserves to the Public Works Contracting Budget.**



## CONSULTING ENGINEERS & GEOLOGISTS, INC.

812 W. Wabash • Eureka, CA 95501-2138 • 707-441-8855 • FAX: 707-441-8877 • shninfo@shn-engr.com

Reference: 017052

March 24, 2017

City of Trinidad  
Attn: Dan Berman, City Manager  
409 Trinity Street  
P.O. Box 390  
Trinidad, CA 95570

**Subject: Preliminary Assessment of Current Slope Stability Conditions,  
Trinidad Memorial Lighthouse, Edwards Street, Trinidad**

### Introduction

This report presents the results of a visual assessment of slope conditions conducted by a Certified Engineering Geologist from SHN Consulting Engineers & Geologists, Inc. (SHN) on March 13, 2017 at the Trinidad Memorial Lighthouse. SHN's site assessment was performed at the request of the Trinidad City Manager, Mr. Dan Berman. Our work scope for this assessment has been limited to site reconnaissance, preliminary mapping of scarps, and review of existing published and unpublished geologic and geotechnical data. The results of the 2012 Trinidad stormwater study were especially useful, as it includes subsurface data and geophysical information in the near vicinity of the Memorial Lighthouse.

Included with this report are recommendations for immediate action the City of Trinidad should undertake to remove the hazardous, broken concrete walkways and fencing, and to control surface runoff near the parking lot. We have also included recommendations to perform subsurface monitoring of earth movements to address the potential instability hazard posed to the lighthouse and to the southern edge of Edwards Street and underground utilities.

### Site Conditions

During our recent site visit we observed fresh vertical head and lateral scarps, and open fissures adjacent to the lighthouse, and extending approximately 100 feet westward through the paved parking area along Edwards Street (Figure 1). The fresh escarpment forms an arcuate feature that defines the head of an active earthflow-type landslide; the highest extent of which occurs in the parking area west of the lighthouse. The earthflow is occurring in low strength bedrock and overlying unconsolidated terrace materials on the bluff face (discussed below). Available geomorphic indicators suggest the slide is large and deep-seated, likely encompassing all or most of the bluff face below the recently active head scarp (that is, it likely extends to the beach). Landslides of this type are generally moisture-sensitive (they move under elevated pore water pressure conditions); therefore, the accelerated movement and expansion during the current rainy season can at least partially be attributed to the high levels of rainfall this year.

The recent episode of slide activity in this area initiated over two years ago, and appears to have substantially accelerated throughout the current winter season, especially over the past month. The height of the scarps and the amount of deformation recorded by the concrete walkways and ground surface displacement has significantly increased when compared to observations over a year ago and as recently as a few weeks ago. Tension cracks currently extend beneath the southwest corner of the concrete apron (sidewalk) located immediately adjacent to the lighthouse. Settlement of the grass-covered ground surface adjacent to the concrete apron is evident, and exceeds 6 inches. The main, active slide scarp has propagated to within about a foot of the southwest corner of the lighthouse's perimeter sidewalk.

The site and vicinity is underlain by Franciscan Complex *mélange*. This regional bedrock unit is composed of a chaotic mixture of highly erodible, low strength matrix of pervasively sheared and highly decomposed clay-rich argillite surrounding rock blocks of a variety of sizes and lithologies. The rock blocks are "rootless" in that they are suspended in the matrix material, and do not necessarily extend to significant depth. Slope stability conditions on slopes underlain by Franciscan *mélange* are strongly influenced by the distribution of the competent rock blocks. The rock blocks form resistant areas that frequently result in headlands (Trinidad Head is a particularly large block), while the low strength matrix is frequently subject to earthflows (it is locally referred to as "blue goo" due to its tendency to move when saturated) and is typically associated with receding portions of the coastline.

Nearby borings indicate that about 70 feet of marine terrace deposits composed of medium dense to dense and weakly to moderately cemented poorly-graded sand overlie the Franciscan bedrock. This material forms the relatively level plateau that most of the City of Trinidad is built on. The terrace is interpreted as a late Pleistocene age landform.

The distribution of rock blocks in the bluff along Edwards Street can, in part, be estimated by the geomorphic expression of the bluff face. The Axel Lindgren trail that descends the bluff below the lighthouse follows a topographic ridgeline likely controlled by competent shallow bedrock. An obvious topographic bench midway down this ridge appears associated with a rock block that underlies this portion of the slope (Figure 2). In addition, an east-west oriented geophysical transect conducted along the southern edge of Edwards Street as part of the ASBS Stormwater Improvement Project Geotechnical Analysis (GHD, 2012) is useful in interpreting subsurface conditions near the site. The profile is particularly useful in interpreting the distribution of underlying bedrock. The profile indicates a relatively large bedrock block to be present in the subsurface to the east and north of the lighthouse. From the geophysical imaging it appears that the western edge of the block may underlie the lighthouse at a depth of 35 feet or less. In the area directly west of the lighthouse along Edwards Street, however, the geophysical profile appears to image the steep west-facing edge of the rock block. The location of the recently active earthflow appears to coincide with the western edge of the buried rock block at depth (that is, the slide is occurring in the materials just west of the stable rock block).

Slope movements now occurring near the top of the bluff are most likely occurring in response to deep-seated earthflow activity (previous or recent) within the underlying *mélange* matrix within the bluff. A review of time-series aerial photographs indicates the presence of an outwardly convex

bulge of mélange matrix at the back edge of the beach directly downslope of the observed landsliding that appears to have been mobilizing seaward for some time (Figure 2). The rate and magnitude of slope movements occurring at the top of the bluff has been observed to be greatest during the recent and previous wet seasons when pore water pressures within the clay-rich mélange matrix and overlying terrace sediments are highest and the water table is elevated. The large areal extent of the active earthflow underlying the zone of accelerated slope movement leads us to conclude that the recent wetter-than-average rainy seasons have exacerbated stability conditions within this previously dormant landslide. The addition of storm runoff into the subsurface, which has the effect of artificially elevating the ground water table, may also be contributing to the destabilization of the bluff edge. It should therefore be expected that episodic (or even chronic) slope movements will continue into the future at rates similar to, or even greater than, those of the recent winters (particularly if similar above-normal rainfall occurs). However, the timing and magnitude of future slope movements cannot be predicted at this time.

## Discussion

The margin of the active landslide at the site is currently encroaching on the southwest corner of the lighthouse apron. Therefore, any significant additional lateral expansion of the landslide will undermine the lighthouse. Available information (geomorphology, geophysics) suggests that the slide is occurring adjacent to a buried rock block. As the precise location of the edge of this block is not known, we cannot predict with any certainty the potential for future lateral expansion of the slide. Additional subsurface data would be required.

In addition to potential adverse impacts to the lighthouse, headward expansion of the landslide would ultimately affect the outboard edge of Edwards Street and potentially a buried water line.

Fortunately, the end of the wet of season is nearing, which will likely result in a reduced rate of ground movement through the coming dry season (although the timing and magnitude of this reduction in rate of movement cannot currently be estimated). It is likely that given the increase in slide activity observed this past winter that reactivation of the slide complex is in its early stages; therefore, significant natural reduction of the rate of movement or the potential for headward expansion are unlikely over an extended period of time.

## Recommendations

Interim measures should be undertaken to discourage the public from using the affected areas in order to reduce the risk of personal injury, particularly in light of the coming tourist season. These include the following recommendations that can be achieved with the use of hand labor and light construction equipment:

- Completely remove all concrete sidewalks that are currently in a state of disrepair;
- Remove all wooden fencing at the bluff edge;
- Remove the wooden benches at the top of the bluff within the affected areas;

- Construct or place a temporary barrier at the sidewalk around the west side of the lighthouse while directing access to the Axel Lindgren Memorial Trail around the east side of the lighthouse.
- Remove most of the paved parking area and curb while maintaining enough width for vehicles to park parallel to Edwards Street;
- Construct a new continuous asphalt or concrete curb on the seaward edge of the remaining parking area. The curb should be constructed in such a manner so as to direct surface runoff to flow back onto Edwards Street and be directed to the nearest downslope storm drain inlet. Grade the new parking area such that no ponding or overtopping of the curb can occur.

## **Additional Work**

As described above, it is difficult to predict the areas or rate of potential future landsliding with the existing level of information. Additional subsurface information, specifically targeting the location of the edge of the rock block, would greatly enhance our ability to evaluate future impacts. As such, we recommend drilling a series of boreholes around the lighthouse to evaluate the distribution of buried bedrock. Additional borings along Edwards Street would also be useful, depending on the City's interests and resources.

With additional knowledge regarding the subsurface conditions, we would be better able to discuss potential mitigation options. At this time, we can envision opportunities to underpin the lighthouse through a variety of methods including development of a pile-supported cut-off wall to isolate the head of the landslide from the remainder of the slide body lower on the slope. However, we currently do not have adequate information to successfully evaluate, design, or implement potential repairs; we specifically need to know where bedrock is located in the subsurface near the lighthouse.

Due to the limited access to the site, a portable drill rig would likely be required to develop the necessary subsurface information. Hand augered borings are unlikely to penetrate deeply enough, and large machine rigs will be unable to access the site. A portable rig would be favorable at this site, as the support vehicle can be parked adjacent to the lighthouse on Edwards Street and the tooling carried manually to the study area. As appropriate, inclinometers can be placed in some of the boreholes to facilitate future slope monitoring (particularly the depth, magnitude, and rate of movement in the subsurface).

## **Closure**

We recognize that the Trinidad Memorial Lighthouse is a treasured landmark in the Trinidad community (and beyond). Preservation of this landmark is a high priority, and we are committed to assisting the City in developing a strategy for assessing the risk to the lighthouse, and defining potential mitigation options. We anticipate this strategy will be developed in a phased approach that will involve stakeholder meetings and extensive discussion with City staff. We are happy to engage in these discussions as soon as feasible, at the City's discretion.

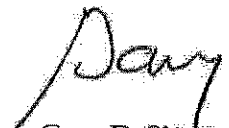
City of Trinidad  
Slope Stability Conditions  
Memorial Lighthouse, Trinidad  
March 24, 2017  
Page 5

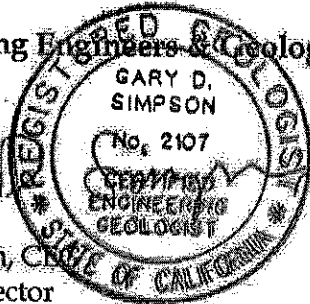
This preliminary assessment was prepared in a short time frame with a limited scope, and is based on currently available information. Our intent is to educate the City and stakeholders regarding what is currently known about the geologic condition of the site, as well as what is not known. It is our desire that the information will allow the City to move forward in a knowledgeable manner, such that they can make informed decisions based on the best available data.

Please feel free to call me at 707-441-8855 if you have any questions.

Sincerely,

SHN Consulting Engineers & Geologists, Inc.

  
Gary D. Simpson, CEG  
Geosciences Director



  
(GAV)

Giovanni A. Vadurro, CEG  
Senior Engineering Geologist

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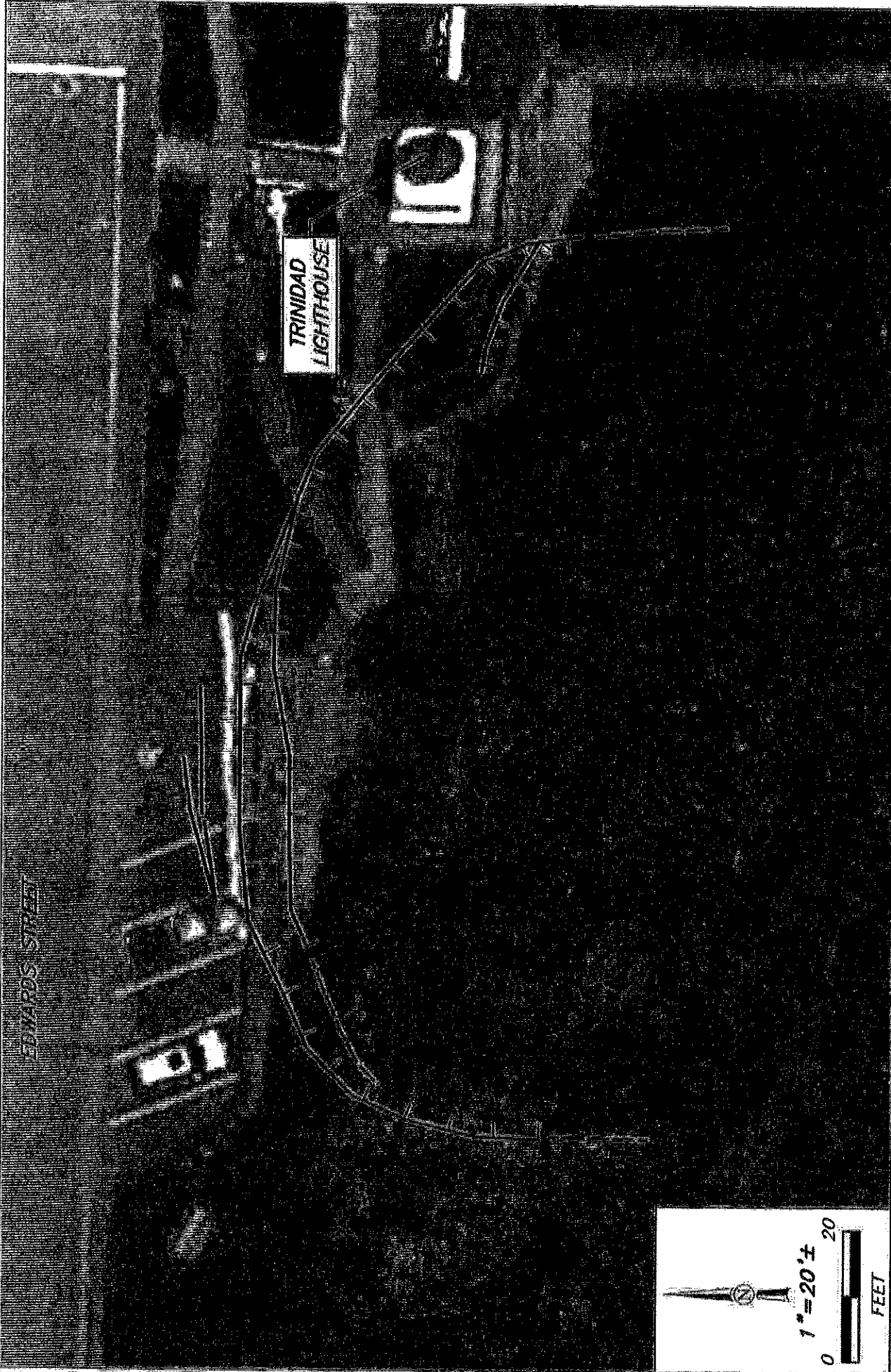


IMAGE SOURCE:  
GOOGLE EARTH (5/26/2016)

**SHN**  
Consulting Engineers  
& Geologists, Inc.

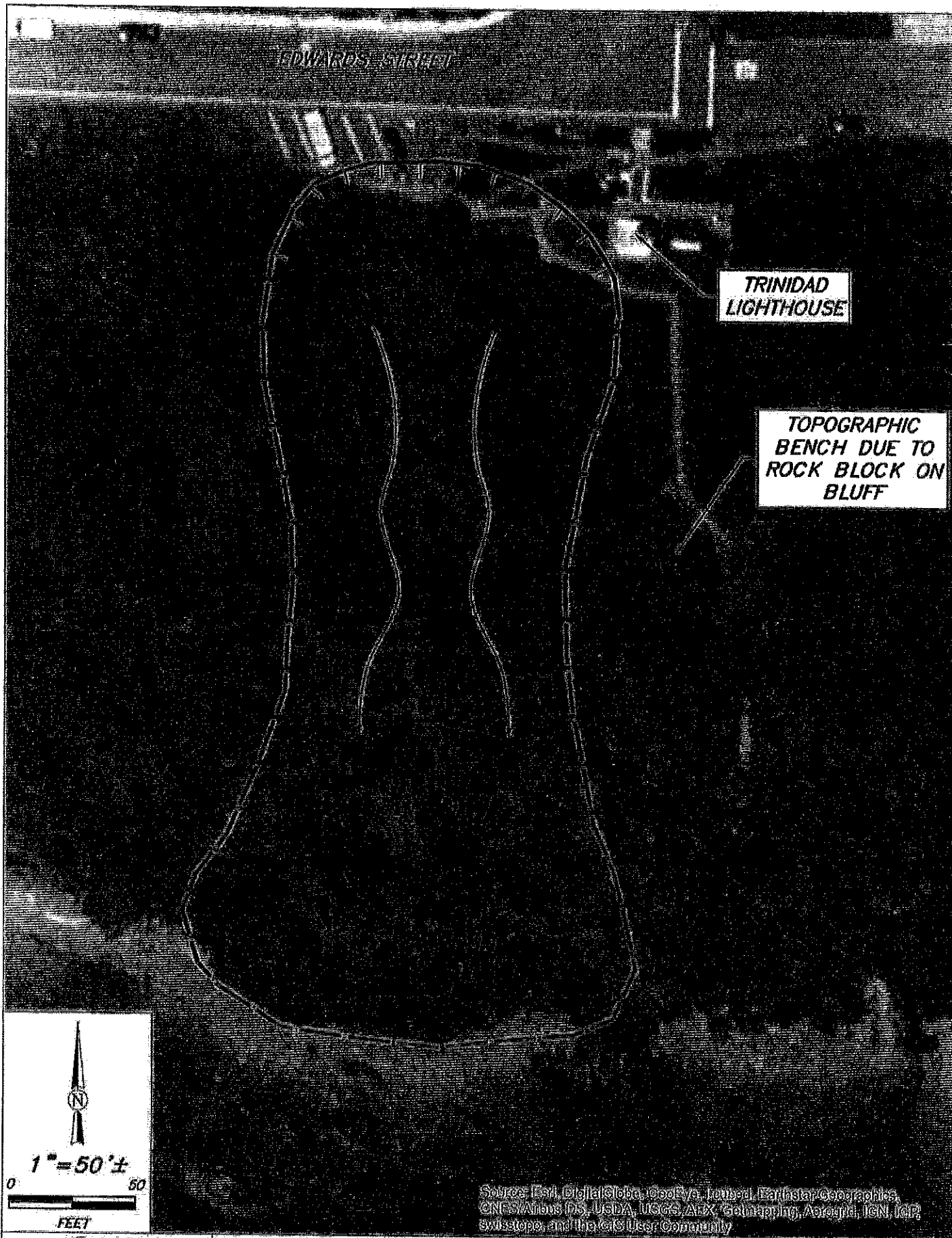
City of Trinidad  
Lighthouse Landslide Assessment  
Trinidad, California  
March 2017  
Figure 1 SiteMap

Site Map Showing  
Landslide Scarps  
SHN 017052

Figure 1



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**SEI**  
Consulting Engineers  
& Geologists, Inc.

City of Trinidad  
Lighthouse Landslide Assessment  
Trinidad, California

March 2017

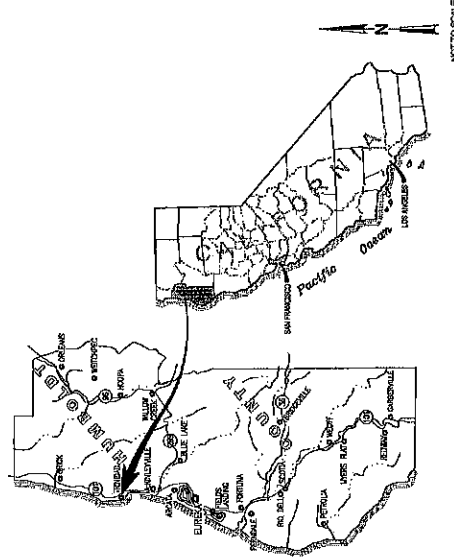
Figure2\_SiteMap1

Site Map Showing  
Earth Flow  
SHN 017052

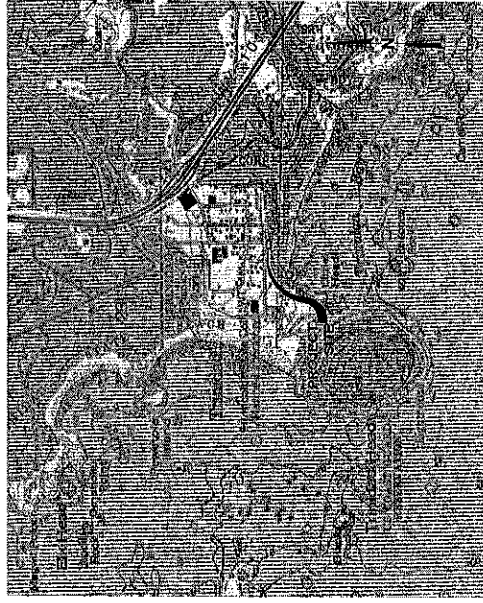
Figure 2

# MEMORIAL LIGHTHOUSE SITE & PARKING MODIFICATIONS

## AREA MAP



## LOCATION MAP



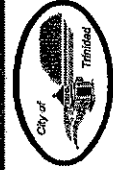
## SHEET INDEX

SHEET NO.	DRAWING NO.	DESCRIPTION
<u>GENERAL</u>		
1	G-001	COVER SHEET
2	C-002	GENERAL NOTES
<u>CIVIL PLANS</u>		
3	C-101	DEMOLITION, GRADING, SITE & FENCING PLAN
4	C-102	PLANTING & EROSION CONTROL PLAN

## APPROVALS

**CITY OF TRINIDAD**  
**DAN BERMAN, CITY MANAGER**

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_

[illegible]

**GHD Inc.**  
778 Third Street, Suite 400, San Francisco, CA 94103 USA  
T 415 774 4638 F 415 774 4639  
W [www.ghd.com](http://www.ghd.com)

[illegible]

ALL WORK SHALL CONFORM TO STATE OF CALIFORNIA DEPARTMENT OF TRANSPORTATION (CALTRANS) STANDARD PLANS & SPECIFICATIONS (DATED 2015), UNLESS SHOWN OTHERWISE.

- ## UTILITY NOTES

- ## GRADING NOTES

1. TEMPORARY TRAFFIC CONTROL SHALL BE CONSISTENT WITH THE CALIFORNIA MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES - CURRENT EDITION.
2. CONTRACTOR SHALL PROVIDE AND MAINTAIN SUFFICIENT TEMPORARY BARRIERS TO PROVIDE FOR THE SAFETY OF THE PUBLIC TO THE SATISFACTION OF THE CITY.

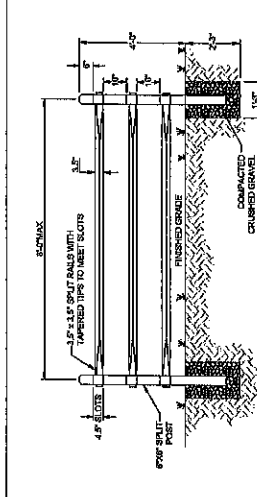
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2. CONTRACTOR SHALL PROVIDE AND MAINTAIN SUFFICIENT TEMPORARY BARRIERS TO PROVIDE FOR THE SAFETY OF THE PUBLIC TO THE SATISFACTION OF THE CITY.

1. IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO MINIMIZE EROSION AND PREVENT THE TRANSPORT OF SEDIMENT TO SENSITIVE AREAS.

1. IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO MINIMIZE EROSION AND PREVENT THE TRANSPORT OF SEDIMENT TO SENSITIVE AREAS.

WORK GENERALLY INCLUDES, BUT IS NOT LIMITED TO: DEMOLITION AND REMOVAL OF EXISTING PAVEMENT, CONCRETE WALKWAYS/RAMPS AND CURBS, REMOVAL OF WOOD STEPS, HAND RAILING, AND SCRAPING EROSION, FENCING, REMOVAL (SALVAGING) OF A GRASSY PLAQUE, GRADING THE GROUND SURFACE TO MINIMUM SLOPES, PROVIDING TOPSOIL, CONSTRUCTING SILT RAIL FENCING ALONG EROSION CONTROL BLANKETS ON DISTURBED AREAS, PROVIDING PLANTS, INSTALLING TREE BOLTS, AND APPLYING HYDROSEEDING.

CONTRACTOR SHALL EXERCISE EXTREME CAUTION AND LIMIT GROUND DISTURBANCE WHICH COULD AROUND/ADJACENT STRUCTURES OR SENSITIVE CULTURAL AREAS, OR DESTABILIZE THE MOUND/DRAINFILL. THE USE OF HEAVY EQUIPMENT (E.G. BACKHOE, EXCAVATOR) WITHIN THE LIMIT OF WORK WILL BE STRICTLY PROHIBITED. ONLY HAND TOOLS/EQUIPMENT OR LIGHT WEIGHT EQUIPMENT (SUCH AS A SKID STEER LOADER) AND JACKHAMMER APPROVED BY THE PROJECT GEOELECTRICAL ENGINEER WILL BE PERMITTED.



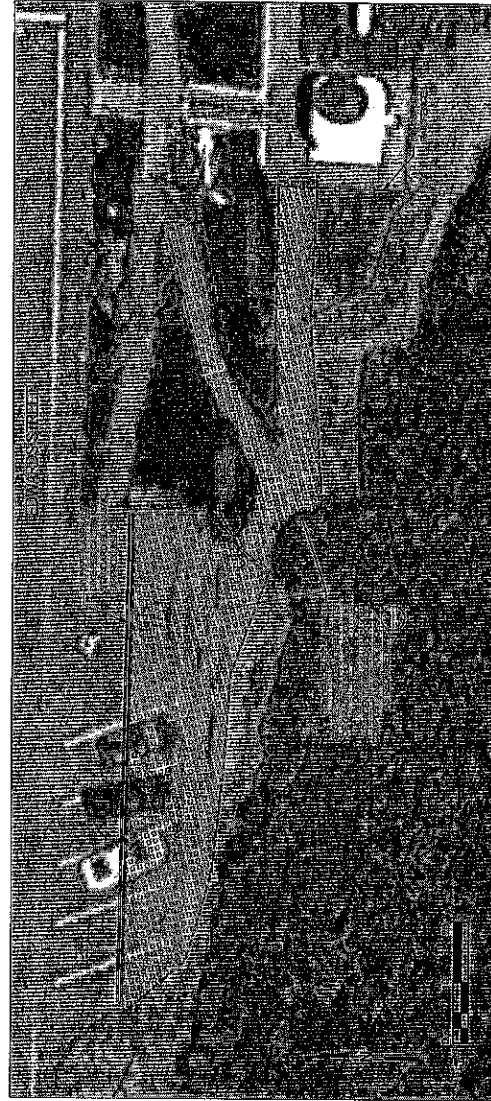
**INDEX:**  
B. F. Jones and Associates, Inc. 2, 3, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 128, 129, 130, 131, 132, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 150, 151, 152, 153, 154, 155, 156, 157, 158, 159, 160, 161, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171, 172, 173, 174, 175, 176, 177, 178, 179, 180, 181, 182, 183, 184, 185, 186, 187, 188, 189, 190, 191, 192, 193, 194, 195, 196, 197, 198, 199, 200, 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215, 216, 217, 218, 219, 220, 221, 222, 223, 224, 225, 226, 227, 228, 229, 230, 231, 232, 233, 234, 235, 236, 237, 238, 239, 240, 241, 242, 243, 244, 245, 246, 247, 248, 249, 250, 251, 252, 253, 254, 255, 256, 257, 258, 259, 260, 261, 262, 263, 264, 265, 266, 267, 268, 269, 270, 271, 272, 273, 274, 275, 276, 277, 278, 279, 280, 281, 282, 283, 284, 285, 286, 287, 288, 289, 290, 291, 292, 293, 294, 295, 296, 297, 298, 299, 300, 301, 302, 303, 304, 305, 306, 307, 308, 309, 310, 311, 312, 313, 314, 315, 316, 317, 318, 319, 320, 321, 322, 323, 324, 325, 326, 327, 328, 329, 330, 331, 332, 333, 334, 335, 336, 337, 338, 339, 340, 341, 342, 343, 344, 345, 346, 347, 348, 349, 350, 351, 352, 353, 354, 355, 356, 357, 358, 359, 360, 361, 362, 363, 364, 365, 366, 367, 368, 369, 370, 371, 372, 373, 374, 375, 376, 377, 378, 379, 380, 381, 382, 383, 384, 385, 386, 387, 388, 389, 390, 391, 392, 393, 394, 395, 396, 397, 398, 399, 400, 401, 402, 403, 404, 405, 406, 407, 408, 409, 410, 411, 412, 413, 414, 415, 416, 417, 418, 419, 420, 421, 422, 423, 424, 425, 426, 427, 428, 429, 430, 431, 432, 433, 434, 435, 436, 437, 438, 439, 440, 441, 442, 443, 444, 445, 446, 447, 448, 449, 450, 451, 452, 453, 454, 455, 456, 457, 458, 459, 460, 461, 462, 463, 464, 465, 466, 467, 468, 469, 470, 471, 472, 473, 474, 475, 476, 477, 478, 479, 480, 481, 482, 483, 484, 485, 486, 487, 488, 489, 490, 491, 492, 493, 494, 495, 496, 497, 498, 499, 500, 501, 502, 503, 504, 505, 506, 507, 508, 509, 510, 511, 512, 513, 514, 515, 516, 517, 518, 519, 520, 521, 522, 523, 524, 525, 526, 527, 528, 529, 530, 531, 532, 533, 534, 535, 536, 537, 538, 539, 540, 541, 542, 543, 544, 545, 546, 547, 548, 549, 550, 551, 552, 553, 554, 555, 556, 557, 558, 559, 560, 561, 562, 563, 564, 565, 566, 567, 568, 569, 570, 571, 572, 573, 574, 575, 576, 577, 578, 579, 580, 581, 582, 583, 584, 585, 586, 587, 588, 589, 590, 591, 592, 593, 594, 595, 596, 597, 598, 599, 600, 601, 602, 603, 604, 605, 606, 607, 608, 609, 610, 611, 612, 613, 614, 615, 616, 617, 618, 619, 620, 621, 622, 623, 624, 625, 626, 627, 628, 629, 630, 631, 632, 633, 634, 635, 636, 637, 638, 639, 640, 641, 642, 643, 644, 645, 646, 647, 648, 649, 650, 651, 652, 653, 654, 655, 656, 657, 658, 659, 660, 661, 662, 663, 664, 665, 666, 667, 668, 669, 670, 671, 672, 673, 674, 675, 676, 677, 678, 679, 680, 681, 682, 683, 684, 685, 686, 687, 688, 689, 690, 691, 692, 693, 694, 695, 696, 697, 698, 699, 700, 701, 702, 703, 704, 705, 706, 707, 708, 709, 710, 711, 712, 713, 714, 715, 716, 717, 718, 719, 720, 721, 722, 723, 724, 725, 726, 727, 728, 729, 730, 731, 732, 733, 734, 735, 736, 737, 738, 739, 740, 741, 742, 743, 744, 745, 746, 747, 748, 749, 750, 751, 752, 753, 754, 755, 756, 757, 758, 759, 760, 761, 762, 763, 764, 765, 766, 767, 768, 769, 770, 771, 772, 773, 774, 775, 776, 777, 778, 779, 780, 781, 782, 783, 784, 785, 786, 787, 788, 789, 790, 791, 792, 793, 794, 795, 796, 797, 798, 799, 800, 801, 802, 803, 804, 805, 806, 807, 808, 809, 810, 811, 812, 813, 814, 815, 816, 817, 818, 819, 820, 821, 822, 823, 824, 825, 826, 827, 828, 829, 830, 831, 832, 833, 834, 835, 836, 837, 838, 839, 840, 841,

1 TYPICAL SPLIT RAIL FENCE DETAIL  
G-0002 SCALE: NTS

[illegible]

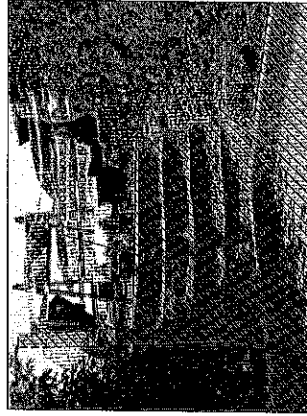


DENOLITION PLAN



GRADING, SITE & FENCING PLAN

A EXISTING SITE CONDITIONS PHOTO  
(FACING EAST)



B EXISTING SITE CONDITIONS PHOTO  
(FACING NORTHWEST)



C EXISTING SITE CONDITIONS PHOTO  
(FACING NORTHEAST)

LEGEND	
	LIMIT OF WORK
	LIMITS OF DEMOLITION & REMOVAL

LEGEND	
	SPLIT RAIL FENCE
	AREA TO BE GRADED

NOTES	
1.	PROVIDE FINISHED GRADGES THAT MINIMIZE CONCENTRATED FLOW AND PROVIDE SMOOTH TRANSITIONS TO ADJACENT GROUND.

				Designer: JWH Checker: JWH Approved: JWH Date: 4/2/17 Scale: AS SHOWN
City of Trinidad Memorial Lighthouse Site Modifications Demolition, Grading, Site & Fencing Plan Drawing No. C-101		Project: JWH Title: JWH Date: 4/2/17 Scale: AS SHOWN		City of Trinidad Memorial Lighthouse Site Modifications Demolition, Grading, Site & Fencing Plan Drawing No. C-101
Revision of Drawing: The enclosed and its contents are the property of GHD Inc. and shall not be used or reproduced without the written consent of GHD Inc.		GHD Inc. 1717 44th St. #1717 44th St. San Francisco, CA 94114		Revision of Drawing: The enclosed and its contents are the property of GHD Inc. and shall not be used or reproduced without the written consent of GHD Inc.
(If not on this sheet, the drawing shall be void.) DATE: 4/2/17 DRAWN BY: JWH CHECKED BY: JWH APPROVED BY: JWH		(If not on this sheet, the drawing shall be void.) DATE: 4/2/17 DRAWN BY: JWH CHECKED BY: JWH APPROVED BY: JWH		Revision of Drawing: The enclosed and its contents are the property of GHD Inc. and shall not be used or reproduced without the written consent of GHD Inc.



**LEGEND**

BIODEGRADABLE FIBER ROLLS (BFR)

PLANTED AREAS PER (1/4")

HYDROSEEDING AREAS PER (1/4")

PLANT PER SCHEDULE

**NOTES**

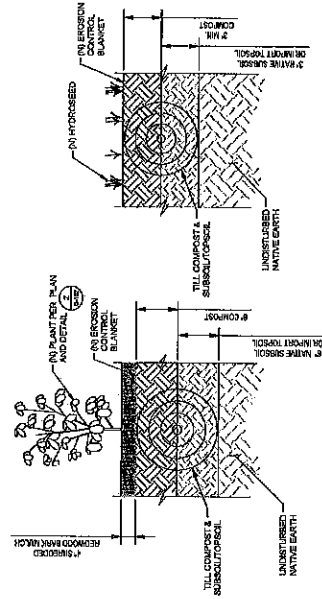
1. WHILE THIS PROJECT IS EXEMPT FROM THE MODEL WATER EFFICIENT LANDSCAPE ORNAMENT (MUEL) COMPLIANCE (UNDER SECTION 4817, (C)(2)), THE LANDSCAPE ORNAMENT (MUEL) COMPLIANCE (UNDER SECTION 4817, (C)(2)) PLANTINGS ARE ALL DROUGHT TOLERANT AND DO NOT REQUIRE IRRIGATION.

2. PROVIDE EROSION CONTROL, & PLANT (TYPE A OR B) PER CALTRANS STANDARD SPECIFICATIONS ON ALL DISTURBED AREAS.

**PLANTING SCHEDULE**

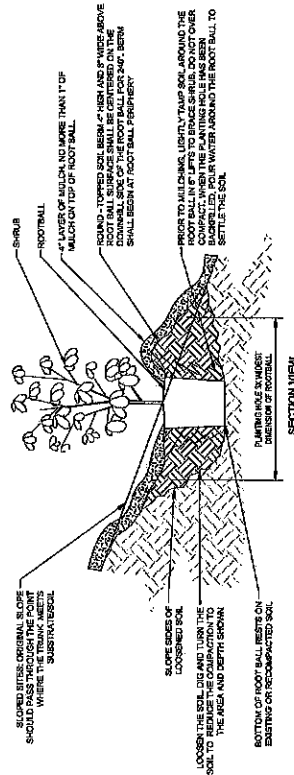
SYMBOL	SCIENTIFIC NAME	COMMON NAME	SIZE	QTY	SPACING
AN	Acacia saligna	Black Wattle	1 gal	5	3'
Bp1	Banksia integrifolia	Coastal Banksia	1 gal	2	6'
Bp2	Banksia integrifolia	Coastal Banksia	5 gal	3	6'
Cp5	Croton pictus	Yellow Poinc	5 gal	1	8'
Ds	Dodonaea viscidiflora	Sticky Leaf	1 DB	3	2'

## PLANTING & EROSION CONTROL PLAN



## TYPICAL PLANTING SECTIONS

SCALE: NTS



NOTES:

1. SEEDS SHALL BE OF THE TYPE AS SPECIFIED IN THE NOT GROWING IN THE AREA AND SPECIFICATION.

2. MULCH SHALL BE 4" DEEP, CLEAN, VEGETATION-FREE ORGANIC COMPOST WITH 10% SOIL AS A BASE RATE.

## PLANTING DETAIL

SCALE: NTS

**City of Trinidad**

**MEMORIAL LIGHTHOUSE SITE MODIFICATIONS**

**PLANTING & EROSION CONTROL PLAN**

Client: City of Trinidad

Project: Memorial Lighthouse Site Modifications

Design: JWH

Check: JWH

Approval: JWH

Date: 4/2/17

Scale: AS SHOWN

Sheet No: 010633-07-001

Drawing No: C-102

Scale: 1" = 10'

Sheet: 0



## CONSULTING ENGINEERS & GEOLOGISTS, INC.

812 W. Wabash Ave., • Eureka, CA 95501-2138 • 707-441-8855 • FAX: 707-441-8877 • info@shn-eureka.com

Reference: 017052

April 6, 2017

City of Trinidad  
Attn: Dan Berman, City Manager  
409 Trinity Street  
P.O. Box 390  
Trinidad, CA 95570

**Subject: Fee Proposal for Geotechnical Investigation and Landslide Mitigation Evaluation, Trinidad Memorial Lighthouse, Edwards Street, Trinidad**

Dear Mr. Berman

Thank you for the opportunity to provide this fee proposal to conduct a geotechnical drilling investigation in the areas affected by active landsliding. The findings of our investigation will be used to provide guidance to the City of Trinidad in determining possible mitigation measures to reduce the potential for future ground deformation that currently poses a hazard to the stability of the Memorial Lighthouse and Edwards Street.

This fee estimate includes all costs associated with hiring a subcontracted licensed drilling company to install geotechnical boreholes and construct slope inclinometers. Data from the boreholes and slope inclinometers will be used to assess subsurface conditions and failure plane geometry in order to develop geotechnical criteria for the conceptual design of alternative slope stabilization measures.

### Scope of Work

Our scope of work to conduct the site investigation is as follows:

#### **Task 1. Reconnaissance Mapping**

The limits of the active slide mass will be mapped in detail based on visual evidence of the head and lateral scarps, landslide toe, seeps, and springs. Available LiDAR data will be utilized to construct a high resolution topographic base map generated from a digital elevation model. The map data will be compiled to constrain the landslide geometry to be used as input for slope stability modeling under various repair scenarios.

#### **Task 2. Geotechnical Drilling Investigation**

SHN will procure the services of a California licensed C-57 drilling subcontractor to advance three (3) machine drilled geotechnical boreholes and construct slope inclinometers within two of the boreholes (see Attachment 1 for approximate borehole locations). One boring and slope inclinometer will be drilled and constructed at the apex of the main landslide headscarp adjacent to Edwards Street with a track-mounted drill rig. Two additional boreholes will be drilled with a portable drill rig on either side of the lighthouse. A slope inclinometer will be constructed in the borehole on the west side of the lighthouse. The slope inclinometers will be used to monitor slope movements and determine the depth to the failure plane in



the immediate vicinity of the Lighthouse. The third borehole will be converted to a temporary piezometer to collect groundwater measurements. All drill cuttings will be removed from the site and disposed of at a location designated by the City Manager.

### Task 3. Surveying

The vertical and horizontal locations of the slope inclinometers will be surveyed and tied to nearby survey monuments outside the influence of landsliding. Temporary reference points (such as ½ rebar) will also be driven into the ground at various locations to either side of the scarps for future ground surface monitoring. Periodic re-surveying of the slope inclinometers and reference points will aid in assessing the rate and magnitude of ongoing vertical and horizontal ground movements.

### Task 4. Deliverables

Information gathered from the drilling field investigation and slope inclinometer monitoring will be used to assess the feasibility and likely relative effectiveness of various slope stabilization options for both the Lighthouse and Edwards Street. Conceptualized mitigation measure alternatives will be presented to the City of Trinidad in order for their stakeholders to make an informed decision on the best path forward in light of estimated construction costs, potential environmental impacts to be incurred during construction, and the level of stabilization likely to be achieved.

## Fee Estimate and Schedule

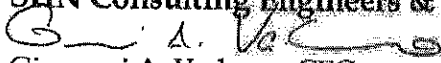
Our time and expenses estimate for providing the professional services is \$30,100. This cost estimate assumes that the City of Trinidad will contract directly with Clear Heart Drilling to avoid SHN's overhead and management fee associated with hiring subcontractors. Itemized costs are as follows:

• Drilling subcontractor:	\$16,600
• Borehole logging and oversight	\$3,900
• Soil Index and Strength Testing	\$1,500
• Survey and Slope Inclinometer measurements	\$1,900
• Geotechnical analysis and conceptual design	\$5,000
• SHN and Stakeholder's meetings	\$1,200

If this proposal is acceptable, please notify us and we will proceed with contractual obligations to initiate the work. SHN will initiate project activities immediately within receipt of a mutually acceptable agreement. Please understand that the start date for the field investigation is dependent on the availability of SHN's preferred geotechnical drilling subcontractor, Clear Heart Drilling out of Santa Rosa. Based on their current backlog, it is reasonable to expect that a minimum of three to four week's notice will be required to initiate the drilling field investigation.

Sincerely,

SHN Consulting Engineers & Geologists, Inc.

  
Giovanni A. Vadurro, CEG  
Engineering Geologist





Path: \\paul\projects\2017\017052-Lighthouse\GIS\BOL\Map\Figure1\_ProposedBoreholeLocations.mxd User Name: psunberg

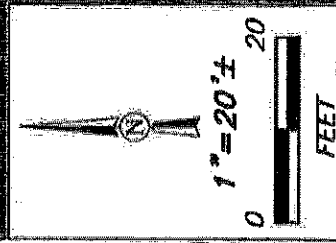
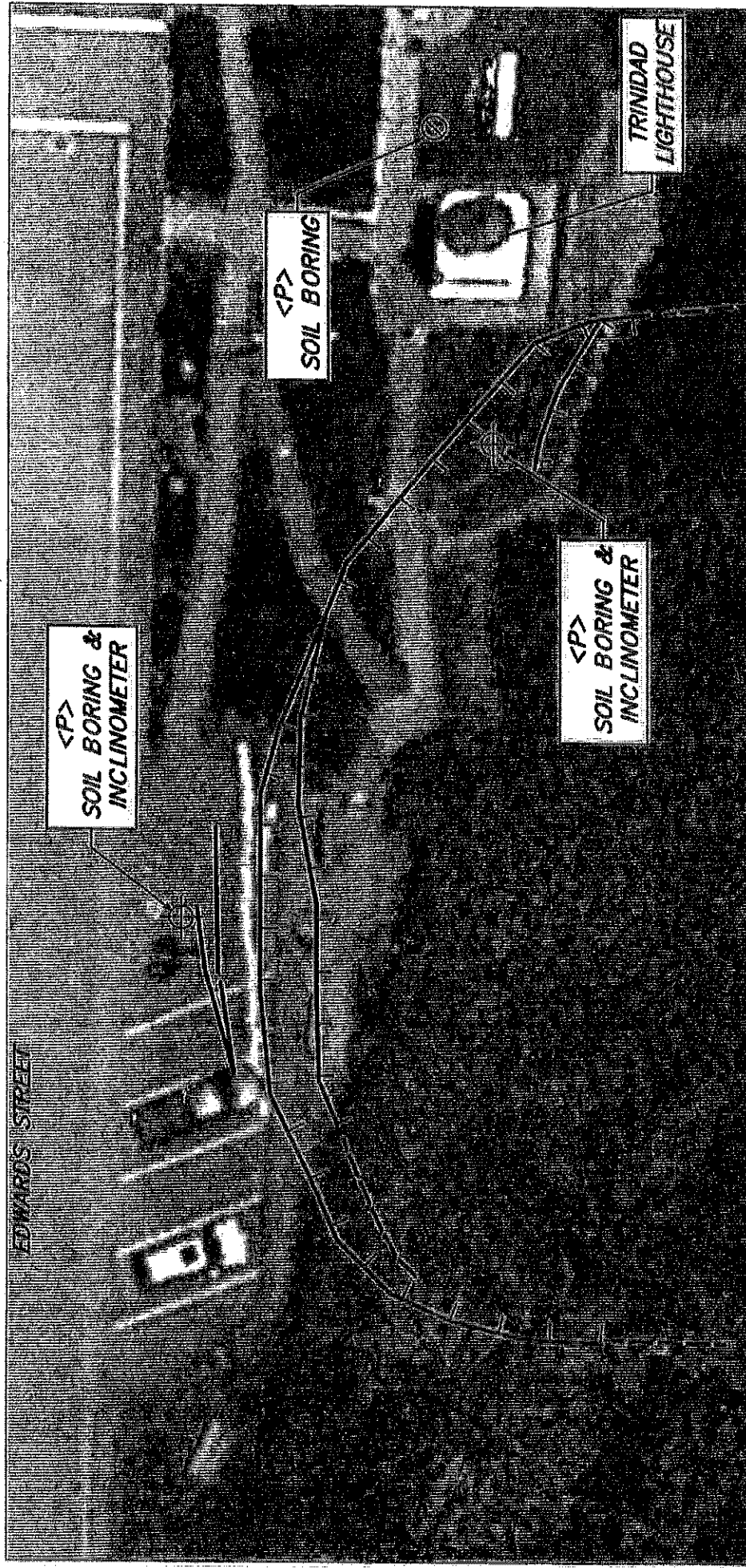

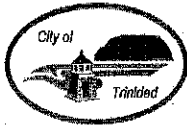


IMAGE SOURCE: GOOGLE EARTH (5/26/2016)	 Consulting Engineers & Geologists, Inc.	City of Trinidad Lighthouse Landslide Assessment Trinidad, California	Site Map Showing Proposed Borehole Locations SHN 017052
		April 2017	Figure1_ProposeBoreholeLocations



## **DISCUSSION AGENDA ITEM 2**

**SUPPORTING DOCUMENTATION FOLLOWS WITH: 1 PAGES**

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2. Stormwater Project Overview Presentation

## **ACTION AGENDA ITEM**

**Wednesday, April 12<sup>th</sup>, 2017**

---

### **Item: Storm Water Project Overview Presentation**

#### **SUMMARY**

The City is in the middle of a significant effort to eliminate our direct discharge of storm water runoff into Trinidad Bay. This work is mandated by the State Water Resources Control Board because they designated the Bay as an 'Area of Special Biological Significance' in the 1970's. Those ASBS designations effectively sat on a shelf in Sacramento until the 2000's, when the Water Board took them up and decided to begin enforcing the very strict pollution limits on the books for all ASBS areas in the State.

Thankfully the Water Board has coupled this mandate with opportunities for significant grant funding to accomplish this difficult and expensive task. The City has received millions of dollars in grant funding for monitoring water quality (required of us), developing detailed plans to eliminate our discharge, and implementing those plans. In general, the project approach is to infiltrate the runoff underground rather than pipe it to the Bay. The actual on the ground work has ended up being divided into three stages. The first was completed in 2015, a smaller piece is funded and designed for construction this summer, and we just received a \$4 Million dollar grant for the final components of the project to be constructed in the 2018-2020 timeframe.

GHD staff will present an overview of these efforts, outline the work ahead of us, and answer questions. They have been asked to highlight lessons learned from the projects completed to date, and how those can be applied to the remaining work.

No Council action is required. This presentation should help inform the Council and Public in advance of upcoming agenda items related to these projects. The most recent grant award requires the City to provide 10% of the project cost (~\$450,000) in match funding, and staff are pursuing additional grants and loans to meet that need. The next steps staff anticipate bringing to Council will be some combination of a low interest loan, and additional grant funds, to meet our match requirement and allow us to utilize the \$4 million dollars in awarded state grant funding.

#### **Staff Recommendation:**

**Receive Storm Water Project report from GHD.**



## **DISCUSSION AGENDA ITEM 3**

**SUPPORTING DOCUMENTATION FOLLOWS WITH: 4 PAGES**

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3. Discussion/Decision regarding Short-Term Rental (STR) License Extension

## **ACTION AGENDA ITEM**

**Wednesday, April 12<sup>th</sup>, 2017**

---

### **Item: STR/VDU License Extension Staff Report**

#### **SUMMARY**

The revised STR Ordinance (2016-03) is expected to go into effect sometime this summer. The exact timing, and the final rules, are not certain, as they depend on the actions of the California Coastal Commission when they consider it in early June. This uncertainty about both the timing and the final details of the revised Ordinance makes it impractical to transition to new STR licenses before the current licenses expire on June 30, 2017. Staff recommend extending all current VDU licenses through September 30, 2017. This extension will relieve both the City and STR owners of the effort of renewing the licenses by July under the current rules, only to have to repeat the process under new rules a month or two later. This extension also provides STR operators with certainty regarding occupancy limits during the extension period. All other requirements of the new STR Ordinance (2016-03) will take effect immediately.

#### **Staff Recommendation:**

**Extend current STR (VDU) Licenses through September 2017, thereby delaying the effective date of any changes in allowable occupancy, but not delaying any other provisions of Ordinance 2016-03.**

#### **DETAILS**

This action is proposed to avoid wasting City staff and STR operator's time in a renewal process when the resulting licenses will quickly become obsolete. It also provides certainty for STR operators attempting to book guests for the summer, when the allowable occupancy for many STRS will be changing at some unknown date, and the final details of the new STR rules remain uncertain due to the Coastal Commission approval process.

This extension allows occupancy to continue as currently licensed through September, but it does not delay the effective date of other components of the revised Ordinance, including limitations on transferability of licenses, caps on the number of licenses allowed in certain zones, and new enforcement provisions.

The City will produce a new 2017-2018 STR License Application process as soon as possible once the new Ordinance goes into effect, with the intent of issuing new licenses to take effect October 1<sup>st</sup>. One of the changes in the new STR Ordinance is to change the date of the annual renewal process to February 1<sup>st</sup>. In this transition year, STR Licenses issued this fall will be valid from October 01, 2017 through January 31, 2019, and will be renewed every year thereafter by February 01.

It is the responsibility of the STR license holder to verify that all application materials stay current and on file with the City through the extension period. This includes the OWTs permit, proof of insurance, and changes in ownership/contact information.

Additional detail is provided in the attached draft letter to STR license holders.

**Staff Recommendation:**

**Extend current STR (VDU) Licenses through September 2017, thereby delaying the effective date of any changes in allowable occupancy, but not other provisions of Ordinance 2016-03.**

**Attachments (1):**

Draft Letter to STR License Holders re: License Extension.

# DRAFT

To: **Short-Term Rental Owners & Managers**

Date: XXX

From: Dan Berman, City Manager

Re: **2016-17 STR License Extension**

---

## SUMMARY

The City approved a revised STR Ordinance (2016-03) in the fall of 2016, which will replace the current VDU Ordinance (2014-01). This new Ordinance is not yet in effect. The City anticipates that the revised Ordinance will go into effect sometime this summer, after it is approved by the California Coastal Commission, and any changes required by the Commission are adopted by the City. Given this timing and uncertainty, ***the City is extending all current VDU licenses through September 30, 2017.*** This extension will relieve both you and the City of the effort of renewing your license in June, only to have to repeat the process under new rules a few months later.

The effective date of the new STR Ordinance is not certain, but may occur well before October 1st. ***This extension allows occupancy to continue as currently licensed through September, but it does not delay the effective date of other components of the revised Ordinance, including limitations on transferability of licenses, caps on the number of licenses allowed in certain zones, and new enforcement provisions.***

***It is the responsibility of the VDU permit holder to verify that all application materials stay current and on file with the City through the extension period.*** This includes your OWTS permit, proof of insurance, and changes in ownership/contact information.

## DETAILS

### Current STR Regulations

Until further notice from the City, STRs will continue to be regulated under Ordinance 2014-01, consistent with your current VDU licenses. STR license holders and operators will be notified of the effective date of the new Ordinance, as well as the final rules, as soon as that information is known. The extension will delay the implementation of new occupancy limits

\*Please note that VDU and STR have the same meaning. The current Ordinance and Licenses use VDU, but the City is transitioning to STR.

through September, but other provisions of the new Ordinance will take effect immediately.

### **Revised STR Ordinance Status**

The City Council approved a revised STR Ordinance (2016-03) in November and submitted it to the Coastal Commission for review and approval. The revised Ordinance is available via link from the City's website, [www.trinidad.ca.gov](http://www.trinidad.ca.gov). The Coastal Commission intends to review the Ordinance at their public hearing on June 7-9, 2017 in Humboldt County. The Commission may require changes to the Ordinance, and therefore further action by the City Council may be needed to incorporate the Commission's changes.

This uncertainty about both the timing and the final details of the revised Ordinance makes it impractical to transition to new STR licenses before your current licenses expire on June 30, 2017. Therefore the City is extending the current licenses for three months to provide time for the new rules to be finalized, and the City to produce a revised STR License Application that reflects the new rules.

### **Renewal Application Dates & Cycle Transition**

The City intends to roll-out a new 2017-2018 STR License Application process as soon as the new Ordinance goes into effect, with the intent of issuing new licenses to take effect October 1<sup>st</sup>. One of the changes in the new STR Ordinance is to change the date of the annual renewal process to February 1<sup>st</sup>. In this transition year, ***STR Licenses issued this fall will be valid from October 01, 2017 through January 31, 2019***, and will be renewed every year thereafter by February 01.

### **STR License Moratorium**

The City's current moratorium on accepting new STR license applications expires at the end of June 2017. The City will therefore begin to accept new STR license applications starting July 2017 if the new ordinance has not yet become effective. Whether any new STR Licenses will be issued depends on the timing of when the new Ordinance goes into effect.

The City will do our best to keep all STR operators and managers informed of any further changes as soon as we are aware of them. In the meantime, we encourage you to review your current licenses and make sure all information is current and there will be no lapses in insurance coverage or septic system permits during the extension period.

For questions related to application materials on file, contact **Sandra Cuthbertson** at 707-677-0133.

For questions related to the license extension, contact City Manager **Dan Berman** at 707-677-3876.

\*Please note that VDU and STR have the same meaning. The current Ordinance and Licenses use VDU, but the City is transitioning to STR.